

August Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, August 19, 2020 at 6:00pm** electronically via **Zoom**. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Pledge of Allegiance

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

COVID-19 Related Business

Consider Memorandum of Agreement (MOA) with Gallatin Gateway Education Association

Consider Contract Amendment- School Nurse Agreement

Consider Extra Contract Days for Superintendent Keel

Consider Adoption & Revision of Emergency Policies:

- 1903-School Meetings & Gatherings (revision)
- 1903F- School District Meetings & Gatherings Public Notice (new)
- 1905- Student, Staff, and Community Health & Safety (new)
- 1905P- Administrative Procedures for Health & Safety (new)
- 1906- Student Instruction & Services (revision)

Consent Agenda

Minutes: June 30, 2020- special meeting; June 30, 2020-regular meeting; August 6, 2020- special committee meeting; August 11, 2020- special meeting; August 13, 2020- special meeting **Finance:** Warrants; Operational Budget by Object Code- FY20; Cash Reconciliation- as of June 30, 2020; Year-End Inter-fund Transfers & JV's; Fund 184- Extra-Curricular Expenditure and Reconciliation Report- as of June 30, 2020; **Personnel:** Hire: Classified/Certified Substitutes; **Other:** Consider Non-Resident Student Attendance Agreements for 20-21- GGS Policy #3141; Consider Approval of Trustee Training Opportunities for FY21

Superintendent's Report

District Clerk Report

New Business

Discussion Items:

Board Welcoming Staff Back to School

Action Items:

2019-2020 Trustees' Financial Summary

2020-2021 Budget Adoption- All Budgeted Funds & Budget Report

Consider Hiring Paraprofessional(s)

Consider Salary and Personnel Hiring: Extra-Curricular Positions: Athletic Director, Athletic Coaches, Student Council Advisor, Mentors, Class Trip Advisors, Library

Consider Adoption of 2020-2021 Handbooks: Student/Parent, Employee, & Athletic

Consider resolution to dispose of abandoned, obsolete, and undesirable property- 20-6-604, MCA

Consider holding Board of Trustee Meetings at Alternative Location

Schedule Facility Walk-through

Committee Reports:

Building Committee

Next Meetings:

Special Meeting- August 24, 2020 @ 3pm- Board Orientation & Training with MTSBA

Special Committee Meeting- August 25- @ TBD- Building Committee- Community Listening Session

Regular Meeting- September 16, 2020 @ 6pm

Special Committee Meeting- September 4, 2020 @ 10:00am- agenda setting

Adjournment

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

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

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

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00 pm on Wednesday, August 19, 2020, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:03pm.

TRUSTEES PRESENT

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

TRUSTEES ABSENT

Mary Martin

STAFF PRESENT

Theresa Keel, Superintendent; Carrie Fisher, District Clerk; Erica Clark, Administrative Secretary

OTHERS PRESENT

No sign-in sheet due to COVID-19 and meeting being held virtually
George Wintle

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

COVID-19 Related Business

Consider Memorandum of Agreement (MOA) with Gallatin Gateway Education Association

Motion: Vice Chair Julie Fleury to approve the Memorandum of Agreement (MOA) between Gallatin Gateway School District and Gallatin Gateway School Association as it relates to the extraordinary circumstances and challenges presented by COVID-19 pandemic.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider Contract Amendment- School Nurse Agreement

Motion: Vice Chair Julie Fleury to add up to 36 additional days to the school nurse contract for the 2020-2021 school year during the COVID-19 pandemic and increase flexible benefits to \$51.50/month for 10 months or \$515/year.

Seconded: Trustee Patti Ringo

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider Extra Contract Days for Superintendent Keel

Motion: Vice Chair Julie Fleury to provide the Superintendent her daily rate of pay for up to 7 days to address the COVID-19 emergency and develop school reopening procedures.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider Adoption & Revision of Emergency Policies:

Motion: Trustee Patti Ringo to revise emergency policies #1903 & 1906 and adopt emergency policies #1903F, 1905, & 1905P.

Seconded: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

CONSENT AGENDA

Motion: Trustee Patti Ringo moved that the Board of Trustees approve the consent agenda as presented. **Minutes:** June 30, 2020- special meeting; June 30, 2020-regular meeting; August 6, 2020- special committee meeting; August 11, 2020- special meeting; August 13, 2020- special meeting **Finance:** Warrants; Operational Budget by Object Code- FY20; Cash Reconciliation- as of June 30, 2020; Year-End Inter-fund Transfers & JV's; Fund 184- Extra-Curricular Expenditure and Reconciliation Report- as of June 30, 2020; **Personnel:** Hire: Classified/Certified Substitutes as presented; **Other:** Approve 3 Non-Resident Student Attendance Agreements for 20-21 in accordance with GGS Policy #3141; Approve trustees to attend in-state training and workshops for FY21.

Seconded: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

SUPERINTENDENT REPORT

Superintendent Keel discussed the following with the Board: 1) Return to school detail; 2) ELA 6-8, Math K-2; and next is science; 3) Clear carrells; 4) Outdoor desks; 5) Chromebooks; 6) Interviews- para & coach; 7) Athletics; 8) Looking for volunteers for inventory; 9) Floor refinishing; 10) Air

scrubbers; 11) Summer maintenance; 12) FEMA grant; 13) MBI Team; 14) Parking lot; 15) PPE; 16) Waiting room in conference room; 17) Enrollment estimate= 161.

DISTRICT CLERK REPORT

District Clerk Carrie Fisher reviewed the following with the Board: 1) FY20 TFS & FY21 Budget Report submitted to OPI; 2) FY21 REAP Funds Awarded \$16,656; 3) Compensated Absences- FY20 Fund Transfer: \$11,000; 4) Multidistrict Fund FY20 Transfer= \$11,000; 5) FY21 Estimated Title 1 Funds= \$36,388; 6) Governor's Coronavirus Relief Funds: \$73,248; 7) Area Clerk's Meeting- July 31st; 8) Excess Sale- August 14- approx. \$580 donated; 9) Pcard Rebate: \$2,902.72; 10) Plexiglass windows installed at front office by CS Structures; 11) French Drain cleanout by Scenic City Pumping; 12) LED upgrade to marquee; 13) Bus shed exterior repaired and painted; 14) gym floor refinish scheduled- August 28; 15) Tree/Brush trimming- August 18; 16) French drain repair near music room; 17) Parking lot painting/stripping; 18) Building committee meetings- July 30 & August 18; 19) Irrigation repairs; 20) Annual maintenance completed on buses; 21) GYG bus lease for camp; 22) Food service reopening plan; 23) Assistant Cook opening advertised; 24) Kitchen hood scheduled; 25) P-EBT benefits; 26) Virtual Adult Education courses; 26) Board training opportunities; and 27) Important dates.

NEW BUSINESS

Discussion: Board Welcoming Staff Back to School

The Board will be providing breakfast to welcome staff back on August 26, 2020 at 8am. Vice Chair Julie Fleury will coordinate with the board members individually as to what to bring.

2019-2020 Trustee's Financial Summary

Motion: Vice Chair Julie Fleury to approve the 2019-2020 TFS (Trustees Financial Summary) as presented.

Seconded: Trustee Patti Ringo

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

2020-2021 Budget Adoption- All Budgeted Funds and Budget Report

Motion: Trustee Carissa Paulson to adopt the final budget amounts for all budgeted funds as follows FY2020-21 and approve the FY2021 Budget Report as prepared in MAEFAIRS:

Fund Name:	Fund #	Final Budget
General	101	\$1,364,102.30
Transportation	110	\$117,500.00
Bus Depreciation	111	\$65,801.55
Tuition	113	\$14,402.04
Retirement	114	\$192,500.00
Adult Education	117	\$27,500.00
Technology	128	\$19,637.38
Flexibility	129	\$11,268.79
Debt Service	150	\$124,480.00
Building Reserve	161	\$168,817.93

Seconded: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider Hiring Paraprofessional

Motion: Vice Chair Julie Fleury to hire Nikole Achziger as a paraprofessional at \$14.00/hour not to exceed 40 hours/week for 190 full days (8 hours each day) and \$212.50/month flex (\$2125/year) as a Classroom Aide/Special Education Aide/Substitute Teacher/Lunchroom Supervisor/Crosswalk Duty/Secretary aide pending adequate fingerprint/background check.

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider Salary and Personnel Hiring: Extra-Curricular Positions- Athletic Director, Athletic Coaches, Student Council Advisor, Mentors, Class Trip Advisors, Library

Motion: Trustee Patti Ringo to approve extra-curricular positions and salary for the 20-21 school year and accept the hiring recommendations as presented:

Ashley Davis- Washington D.C. Advisor- \$1000/year

Sarah Malott- Expedition Yellowstone Advisor- \$600/year

Alix Davis- 5th Grade Trip Advisor- \$150/year

Jamie Heatherington- Librarian Extra Duty- \$1000/year

Track Head Coach- Mike Coon- \$1200/season

Track Assistant Coach- Ashley Davis- \$400/season

Second: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider Adoption of 2020-2021 Handbooks: Student/Parent, Employee, & Athletic

Motion: Vice Chair Julie Fleury to adopt the 2020-2021 handbooks as presented by Superintendent Keel.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider resolution to dispose of abandoned, obsolete, and undesirable property- 20-6-604, MCA

Motion: Trustee Patti Ringo to adopt the resolution to dispose of abandoned, obsolete, and undesirable property in accordance with 20-6-604, MCA.

Seconded: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider holding Board of Trustee Meetings at Alternative Location

Motion: Trustee Carissa Paulson to hold board meetings at an alternative location as needed at the Gallatin Gateway Community Center due to the COVID-19 unforeseen emergency that affects the health and safety of the trustees, students, or district employees or the educational functions of the district. Location will be noted on each agenda.

Seconded: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Schedule Facility Walk-through

The Board would like to do an in-person walkthrough on September 19, 2020 beginning at 4:30pm.

COMMITTEE REPORTS

Building Committee


Trustees Mary Martin and Patti Ringo provided the Board with information about the progress of the Building Committee and noted that the committee will be holding a community open house and listening session on August 25, 2020 at 6:30pm.

Next Meetings:


- Special Meeting- August 24, 2020 at 3pm- board orientation/training
- Special Meeting- August 24, 2020 at 5:30pm
- Special Committee Meeting- August 25, 2020 at 6:30pm- community open house
- Special Meeting- August 27, 2020 at 9am
- Special Committee Meeting- September 4, 2020 at 10am- agenda setting
- Regular Meeting- September 16, 2020 at 6pm

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 8:14pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

**MEMORANDUM OF AGREEMENT BETWEEN
GALLATIN GATEWAY SCHOOL DISTRICT
AND THE
GALLATIN GATEWAY EDUCATION ASSOCIATION**

Given the extraordinary circumstances and challenges presented by the COVID-19 pandemic, the District and Association are entering into this Memorandum of Agreement (MOA), pursuant to which the parties agree as follows:

1. Term of Agreement: This MOA shall take effect immediately upon the signature of both parties below, and shall remain in effect until revoked by joint written agreement of the parties. Upon joint written revocation by the parties, this MOA shall be of no further force and effect.

2. Effect on CBA and Conditions of Employment: During the term of this MOA, this MOA modifies only those working conditions addressed herein. All provisions of the bargaining agreement not modified herein shall remain in full force and effect.

3. Health and Safety Plan: In accordance with the Governor's School Reopening Guidelines and/or the District's policies and procedures, the District will provide training on the district's health and safety plan. August 24, 2020 and August 25, 2020 will be days added to the District Calendar as required PIR for specific COVID-19 related training and planning. Teachers will be compensated for the 2 additional PIR Days at the teachers' daily pay rate.

4. The Worksite: The District and all teachers shall follow CDC recommendations and comply with all state and county health directives for maintaining workplace safety and the safety of students (e.g., social distancing, etc.) as set forth in District policy or procedure. The District shall provide Personal Protective Equipment (PPE) necessary to conform to CDC guidelines, adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap, and if available, hand sanitizer.

5. Compensation and Benefits: The District shall compensate and shall also maintain all health and other benefits for all teachers performing designated job duties through teleworking approved by the District, as if those teachers are on site attending to their normal and regular duties.

6. Leave:

A. A teacher who:

- (a) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (b) Has been advised by a health care provider to self-quarantine related to COVID-19;
- (c) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

- (d) Is caring for an individual subject to an order described in (a) or self-quarantine as described in (b); or
- (e) Has been advised by a health care provider to work from home because they are at higher than normal risk for contracting COVID-19 due to age or an underlying medical condition;

shall be entitled to work remotely. Teachers satisfying any of the above conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with Families First Coronavirus Response Act (FFCRA) or any subsequent federal or state legislation providing for additional paid leave days. Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement.

The District shall be entitled to request medical documentation of any of the above circumstances.

B. A teacher whose child's school or childcare provider is closed or unavailable for reasons related to COVID-19 and is unable to obtain alternative childcare shall be entitled to work remotely, provided the child is under the age of 14. Teachers satisfying the above conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with Families First Coronavirus Response Act (FFCRA) or any subsequent federal or state legislation providing for additional paid leave days. Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement.

The District shall be entitled to request documentation of any of the above circumstances.

C. Teachers may only use Annual Leave for emergency or medical purposes to minimize the need for substitutes. Exceptions must be approved by the Superintendent. Annual Leave taken shall be deducted from the leave accrued by the bargaining unit member.

D. Should the FFCRA expire with no successor legislation providing for COVID-related leave in effect, the District agrees to continue to offer the same two categories of leave addressed in the FFCRA, under the same conditions, restraints, and qualifications set forth in the FFCRA, until expiration of the term of this agreement, or until such time as the FFCRA is renewed or similar legislation providing for COVID-related leave is enacted, whichever occurs first. Teachers that

have already exhausted FFCRA leave options will not be entitled to access the leave created by this paragraph. Should successor legislation be enacted providing for less leave than is provided by the FFCRA, the parties may agree to reopen and bargain the leave provisions of this MOA.

E. Any teacher who falls under one or more of the circumstances set forth in A or B above and exhausts all FFCRA leave and accrued paid leave shall have access to a sick leave bank established through the collective bargaining agreement.

7. Performance of Duties:

A. Any teacher working remotely due to the reasons stated in the above 6A, shall stay in contact with the Superintendent during this period of time through email, phone, or other electronic means (Zoom, Google Meets, etc.).

B. Whether working remotely or on site and adhering to the workday language in section 2 above, bargaining unit members are expected to work cooperatively with their instructional team to create materials for students. Teachers may be asked to plan for and implement ongoing on-line or other digital learning and services for their students. Additionally, teachers shall work with the District to maintain connectivity to students and parents from a remote work location or from their classrooms.

8. Making up lost instructional time: The District shall follow state and federal guidelines for waivers related to COVID-19. Should the State of Montana direct school closures and/or that the District make up student instructional time, the parties shall bargain over such changes to the school calendar and/or workday.

9. State and Federal laws: All state and federal laws, rules and regulations shall apply during this time unless specifically waived by the governing authority.

10. Precedent: This Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

THIS AGREEMENT is signed and dated this _____ day of _____ 2020.

FOR THE GALLATIN GATEWAY SCHOOL DISTRICT:

Board Chair


Superintendent

FOR THE GALLATIN GATEWAY ASSOCIATION:


President

Consider Contract Amendment- School Nurse Agreement

Recommended Motion: to add up to 36 additional days to the school nurse contract for the 2020-2021 school year and increase flexible benefits to \$51.50/month for 10 months or \$515/year.

Superintendent Recommendation:

Christine Hodgson, School Nurse is currently contracted for 1 day each week and because of COVID-19 emergency it would be helpful if we contract with her for at least 1 more day each week. Christine has agreed to add one more day each week to her contract.

The increase in days and benefits will be supplemented by the Governor's Coronavirus Relief Funds. Approximate cost: \$4339.44/salary and \$275.50 = \$4596.94

Background information:

Current Contract Terms: The terms of this agreement are effective August 19, 2020 through June 11, 2021. Terms include: a) visits to be scheduled as needed and b) visits will be compensated at **\$25.09** per hour and \$257.50/year (\$25.75/month for 10 months) in flexible benefits administered by Allegiance Plan Management. School nurse visits will not exceed 36 days in a school year. Typically the nurse visits GGS on Wednesdays, but the day of the visits may be changed by mutual agreement.

Consider Extra Contract Days for Superintendent Keel

Recommended Motion: to provide the Superintendent her daily rate of pay for up to 7 days to address the COVID-19 emergency and developing school reopening procedures.

Background information:

The Superintendent is currently on a 210 day contract and anticipated start date for the 2020-2021 school year was August 10, 2020. However, during the month of July and the first week of August the Superintendent attended multiple state and county meetings and also returned to the office full-time. In addition, the District received community feedback to obtain reopening information sooner than originally planned thus warranting an earlier return date.

The funding for the extra duty days will come from the Governor's Coronavirus Relief Funds. Anticipated cost for the extra days \$2625.00.

Gallatin Gateway School District

COVID-19 Emergency Measures

1903

School District Meetings, Gatherings, Events, and Visitors

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure individuals present at a school facility for events or other operationally related reasons honor safety protocols. ~~The supervising teacher, principal, superintendent~~ or designated personnel are authorized to implement this policy in coordination with state and local health officials.

School District Events

~~The School District shall not hold any physical meetings, gatherings, or events in or on school property. The Board of Trustees may authorize meetings, gatherings, and events utilizing electronic means when the meeting, gathering or event is essential to district operations.~~

The Board of Trustees may authorize School District physical meetings, gatherings, and events when the event is deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees.

All attendees at physical meetings, gatherings, and events held on school property in an outdoor area including the stadium, field, or other open area designated by the Board of Trustees shall be required to honor the applicable health and safety protocols outlined in District Policy 1905 including, but not limited to, physical distancing. The School District shall provide suitable space for physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held to preserve a safe event setting.

Physical meetings, gatherings, and events shall be limited to 50 people when held inside a school building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held inside the school facility are required to honor the health and safety protocols outlined in District Policy 1905.

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) must not attend School District meetings, gatherings, or events held in accordance with this policy. Precautions must be taken to isolate from vulnerable individuals. The School District shall accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic means.

Visitors to Schools

Visitors to the interior of any school building shall not be permitted without the express approval of the ~~supervising teacher, principal, superintendent~~ or designated. Visitors that are authorized to be present in any school building must adhere to all health and safety guidelines outlined in District Policy 1905.

Volunteers

Volunteers utilized by the School District that have been approved in accordance with District Policy 5430 may enter the school building in accordance with the protocols outlined in District Policy 1905.

Facilities Use Agreements

The Board of Trustees suspends community use of District facilities. Unless an event is specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and other similar requests submitted in accordance with District Policy 4330 shall not be considered while this policy governs the period of a public health emergency.

Enforcement

Visitors to any school building or any attendee at a meeting, gathering, or event authorized by the Board of Trustees in accordance with this policy who fail to honor the requirements of District Policy or the directives of School District officials shall be asked to correct their conduct or leave the meeting, gathering, or event in accordance District Policy 4315.

Cross Reference: Policy 1901 – School District Policy and Procedures
 Policy 1905 – Student, Staff, and Community Health and Safety
 Policy 1400 – Board Meetings
 Policy 5430 – Volunteers
 Policy 4301 – Visitors to Schools
 Policy 4332 – Conduct on School Property
 Policy 4315 – Visitor and Spectator Conduct
 Policy 4330 – Community Use of School Facilities

Policy History:

Adopted on: May 1, 2020
Reviewed on:
Revised on:
Terminated on:

Gallatin Gateway School District

COVID-19 Emergency Measures

1903F

School Event and Facility Notice

The Board of Trustees has adopted the following notice to be posted at the entrance to school buildings and facilities that are holding an event or allowing visitors as authorized by the Board of Trustees in accordance with Policy 1903.

SCHOOL EVENT AND FACILITY NOTICE

Gallatin Gateway School District has taken the precautionary measures adopted by the Board of Trustees, provided by the Governor of Montana, and directed by the Gallatin City-County Health Department to protect against the possible spread of COVID-19 and related illnesses. These measures include but are not limited to cleaning and disinfecting protocols, physical distancing guidance, limitations on the number of people present for events, and use of personal protective equipment. There are no assurances these measures will prevent the spread of COVID-19 or related illnesses at this event or at this facility. By voluntarily entering this event or facility, attendees are acknowledging their specific awareness and knowledge that there are inherent risks of exposure at public gatherings and public facilities. These inherent risks that attendees specifically acknowledge include but are not limited to: injury; illness; hospitalization, chronic health issues arising out of COVID-19, quarantines of an unknown duration to be determined by governing authorities and death. Attendees acknowledge vulnerable individuals as defined by the Centers for Disease Control are at greater risk of serious complications from exposure. Attendees are advised to comply with physical distancing limits consisting of a minimum of 6 feet of distance from others at all times and are further advised to consider the use of masks/face coverings while on school property and to use personal hand sanitizer before, during and after an event. Attendees confirm that they have reviewed, thoroughly understand and agree to comply with all guidance for the phased reopening of Montana issued by the Montana Governor's Office. All School District Policies are in effect when attending this school event or otherwise accessing this facility. Any negligence arising out of your access to this facility or attendance at a school event shall be attributed to you as comparative negligence within the meaning of Section 27-1-702, MCA.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Student, Staff, and Community Health and Safety

The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with District Policy 1906. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable Master Contract or Memorandum of Understanding.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines in this Policy.

Physical Distancing

To the extent possible, elementary school courses will be delivered to the same group of students each day, and the same teachers will remain with the same group in the same separate and designated room each day. Meal service and courses delivered in a separate areas such as library, gymnasium, and music room will be delivered in the designated classroom for each group of students. Recess and use of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate student groupings. Transportation services will be provided in accordance with cleaning and disinfection procedures outlined in this policy.

School courses will be delivered using a restructured bell system to minimize student interaction in common areas. Upon arriving in a classroom, students will be provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean their learning area or desk.

Parent arrival times to drop-off and pick up students riding with parents and caregivers will be staggered in designated intervals by grade level through a schedule set by the building administrator.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adhere to social distancing recommendations in the exterior of the building.

Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance between themselves and others. This distancing requirement does not apply to individuals who are a part of the visitor's regular household isolation group when the group is authorized to present at the school facility.

Masks as Personal Protective Equipment

In accordance with directives from the State of Montana, if the number of active COVID-19 cases in the county in which the School District is located is four (4) or more, the School District requires all staff, volunteers, visitors, and students aged five (5) and over to wear disposable or reusable masks that cover the nose and mouth or face shields to protect colleagues and peers while present in any school building. In accordance with directives from the State of Montana, if the number of active COVID-19 cases in the county in which the School District is located is four (4) or more, the School District also requires all staff, volunteers, visitors, and students aged five (5) and over to wear disposable or reusable masks that cover the nose and mouth or face shields to protect colleagues and peers while present at any outdoor school activity with fifty (50) or more people where physical distancing is not possible or is not observed. The School District will provide masks or shields to students, volunteers, and staff. If a student or staff wears a reusable mask or face shield, the School District expects that the masks be washed on a regular basis to ensure maximum protection. The School District will assist students or staff members who request help washing or replacing a mask.

Students, staff, volunteers, and visitors are not required to wear a mask under this provision when consuming food or drink, engaged in physical activity, communicating with someone who is hearing impaired, giving a speech to a gathering separated by distance, identifying themselves, receiving medical attention. The School District will honor all applicable disability and discrimination laws when implementing this provision by providing alternative services to those requesting accommodation.

All points of entry to any school building or facility open to the public shall have a clearly visible sign posted stating: "Mask or face covering use required for ages 5 and older." The School District authorizes the administration to report any violations of this provision to the county attorney.

Allegations of harassment of any person wearing face coverings or those with recognized exemptions to the face covering requirement will be promptly investigated in accordance with District policy. A student, staff member, or visitor who, after an investigation, is found to engage in behavior that violates District policy is subject to redirection or discipline. Failure or refusal to wear a face covering by a staff member or student not subject to an exception noted above may result in redirection or discipline in accordance with District policy and codes of conduct, as applicable.

Cleaning and Disinfecting

School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common EPA-registered household disinfectants. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available from the supervising teacher or administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices.

Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the School District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable.

When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After recess

- After handling garbage
- After assisting students with handwashing
- After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

Staff members will place grade level appropriate posters describing handwashing steps near sinks.

Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes. Staff and students will wash their hands in accordance with this policy.

Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The school bus drivers will clean and disinfect each seat on each bus after each use.

Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

Cross Reference:

Policy 1901 – School District Policy and Procedures
Policy 1906 - Student Services and Instructional Delivery
Policy 1907 – Transportation Services
Policy 1006FE – Transfer of Funds for Safety Purposes
Policy 3410 – Student examination and screenings
Policy 3417 – Communicable Diseases
Policy 3431 – Emergency Treatment
Policy 1911 - Personnel Use of Leave
Policy 1910 – Human Resources and Personnel
Policy 4120 - Public Relations
Policy 5002 – Accommodating Individuals with Disabilities
Policy 5130 – Staff Health
Policy 5230 - Prevention of Disease Transmission
Policy 6110 – Superintendent Authority
Policy 6122 - Delegation of Authority

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Gallatin Gateway School District

COVID-19 Emergency Measures

1905P

Administrative Procedures for Student, Staff, and Community Health and Safety

The administrative team of the School District has adopted these procedures in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905. All provisions in Policy 1905 remain in effect.

Personnel Cleaning and Disinfecting

Personnel will evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and the latest available guidance from the Centers for Disease Control, state, tribal, and local health officials. Personnel will have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel will coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean and disinfect identified surfaces and objects. Personnel will honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel will again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel will solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel will prioritize disinfecting frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily will be the top priority for disinfection on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days will be routinely cleaned. Personnel will first clean visibly dirty surfaces and objects prior to disinfection by using the appropriate cleaning or disinfecting product for the identified surface, object, or task. Personnel will always use chemicals, products, and substances authorized by Policy 1905 in a manner consistent with the applicable instructions.

Personnel will thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel will consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel will establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure.

Symptoms of Illness

Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Personnel who have a fever or are exhibiting other signs of illness while at work will be authorized to return home. All affected surfaces and areas should be thoroughly cleaned

and disinfected once the staff member has vacated the area by staff utilizing safety measures in this procedure in accordance with available standards as applicable. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable master contract, collective bargaining agreement, or memorandum of understanding.

Physical Distancing and Work Areas

Staff members working in the school when no students are present will maintain appropriate physical distance from their colleagues as permitted by their duties and work setting to minimize contact and risk of exposure. Staff members will have access to disinfecting wipes or disinfecting spray and disposable paper towels and time to clean their desk, office, work area or classroom when needed.

Physical Barriers and Guides

Personnel will review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, will assist students and staff when unable to remain at a safe distance from their colleagues and peers. Personnel will coordinate with building or district administrators to complete or install any identified physical barrier. In areas where physical distancing is implemented, personnel are authorized to provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.

Ventilation

Personnel will review and ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Classroom staff are authorized to open windows and doors to increase airflow in a manner that does not pose a safety or health risk to students and staff. Risks to consider include but are not limited to weather, risk of falling, and triggering asthma symptoms.

Water Systems

Personnel will review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure. The administration may provide alternative water sources if available. Staff and students are authorized to bring their own water to minimize use and touching of water fountains.

Report and Revision

These administrative procedures will be reported to the board of trustees upon adoption and implementation by the administration in accordance with Policy 1310. The board of trustees retains the authority to amend policy and procedures. Any revision to these procedures will be reported to the board of trustees.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

Students shall receive grades for completed coursework in accordance with the grading scale for the individual staff member or the alternative grading procedures outlined in District Policy 1902.

The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

School Facility as Instructional Setting

The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year affected by a public health emergency.

All educational and related services provided at the school facility shall be completed in accordance with the health and safety protocols outlined in District Policy 1905.

Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based AND calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of the 2019-2020 school year:

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based on the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. ~~The supervising teacher or building administrator~~ shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

Student Attendance

The Board of Trustees authorizes the ~~supervising teacher, building principal or~~ district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor

for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

Homeless Students and Students in Foster Care

This policy in no way limits or adjusts the School District's obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

Student Discipline

This policy in no way limits or adjusts the School District's expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

2020/2021 School Schedule and Calendar

It is the objective of the Board of Trustees to ensure the proactive operations of the School District during a public health emergency by: (1) meeting the educational needs of the students; (2) complying with all applicable statutes and rules pertaining to the aggregate hours of instruction; and 3) identifying and implementing innovative methods to meet educational and other needs of each student in the School District.

Legal Reference: Section 20-1-101, MCA – Definitions
 Section 20-1-301, MCA – School Fiscal Year
 Section 20-9-311, MCA – Calculation of Average Number Belonging
 Section 20-7-118, MCA - Offsite Provision of Educational Services
 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
 ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning
 Policy 1902 – Alternative Grading
 Policy 1905 - Staff, Student, and Community Health and Safety
 Policy 2100 – School Calendar
 Policy 2140 – Guidance and Counseling
 Policy 2161 – Special Education
 Policy 2168 – Distance Learning
 Policy 2410 – Graduation
 Policy 2420 – Grading and Progress Reports
 Policy 2421 – Promotion and Retention
 Policy 2150 – Suicide Training and Awareness
 Policy 3125 – Homeless Students
 Policy 3122 - Attendance Policy
 Policy 3310 - Student Discipline

Policy History:

Adopted on: May 1, 2020

Reviewed on:

Revised on:

Terminated on:

Gallatin Gateway School

"Educating the Future"

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

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

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, District Clerk

SUBJECT: Warrant Register Summary

DATE: August 17, 2020

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#36622-36677

Electronic Payment:
None

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

Payroll Warrant #'s:
#75717-75726

Direct Deposits/ACH #'s:
-88231- -88211

Voided Payroll Warrant #'s:
#75721-#75722

Thank you.

08/17/20
16:33:53

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Periods: 7/20 to 8/20

Page: 3 of 3
Report ID: W100X

Payroll

Check			Date			Notes
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	
-88231	P	P.E.R.S. PERS	275.88	7/20	07/01/20	
-88230	P	TRS TEACHERS RETIREMENT SYST	30236.41	7/20	07/01/20	
-88229	P		2596.55	7/20	07/02/20	
-88228	P		3615.64	7/20	07/02/20	
-88227	P		586.30	7/20	07/02/20	
-88226	P		742.58	7/20	07/02/20	
-88225	P		3697.25	7/20	07/02/20	
-88224	P		1244.77	7/20	07/02/20	
-88223	P		759.36	7/20	07/02/20	
-88222	P		165.86	7/20	07/02/20	
-88221	P		481.59	7/20	07/02/20	
-88220	P		871.08	7/20	07/02/20	
-88219	P	FIT EFTPS-IRS	4288.02	7/20	07/02/20	
-88218	P	P.E.R.S. PERS	1692.21	7/20	07/02/20	
-88217	P	TRS TEACHERS RETIREMENT SYST	1430.49	7/20	07/02/20	
-88216	P		2493.31	8/20	08/05/20	
-88215	P		1597.75	8/20	08/05/20	
-88214	P		3615.64	8/20	08/05/20	
-88213	P		776.83	8/20	08/05/20	
-88212	P		3697.25	8/20	08/05/20	
-88211	P	FIT EFTPS-IRS	3806.73	8/20	08/05/20	
75717	P	FLEX ALLEGIANCE BENEFIT PLAN	536.33	7/20	07/02/20	
75718	P	SIT DEPARTMENT OF REVENUE	743.00	7/20	07/02/20	
75719	P	MUST MUST	2001.00	7/20	07/02/20	
75720	P	NEA SECURITY BENEFIT LIFE IN	350.00	7/20	07/02/20	
75721	V	VOID	0	/ 0	/ /	PRINTING ERROR
75722	V	VOID	0	/ 0	/ /	PRINTING ERROR
75723	P	FLEX ALLEGIANCE BENEFIT PLAN	285.08	8/20	08/05/20	
75724	P	SIT DEPARTMENT OF REVENUE	690.00	8/20	08/05/20	
75725	P	MUST MUST	2001.00	8/20	08/05/20	
75726	P	NEA SECURITY BENEFIT LIFE IN	350.00	8/20	08/05/20	

Payroll Total # of Checks: 31 Total: 75627.91

Grand Total # of Checks: 87 Total: 162646.47

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

08/17/20
16:33:53

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Periods: 7/20 to 8/20

Page: 1 of 3
Report ID: W100X

Claims

Check		Vendor/Employee/Payee Number/Name	Check Amount	Period	Date		Notes
Check #	Type				Issued		
36622	SC	686 MASBO	150.00	7/20	07/01/20		
36623	SC	747 MONTANA COOPERATIVE SERVICES	149.00	7/20	07/01/20		
36624	SC	794 MREA	900.00	7/20	07/01/20		
36625	SC	1568 MSGIA	16244.00	7/20	07/01/20		
36626	SC	806 MTSBA - MONTANA SCHOOL BOARD ASSO	3715.00	7/20	07/01/20		
36627	SC	1010 SCHOOL ADMINISTRATORS OF MONTANA	885.00	7/20	07/01/20		
36628	SC	965 SCHOOL SERVICES OF MONTANA (SSoM)	465.30	7/20	07/01/20		
36629	SC	1056 SMITHSONIAN	34.00	7/20	07/01/20		
36630	SC	666 THOMAS, LORRIE	100.00	7/20	07/01/20		
36631	SC	16 ACE-ALLIANCE FOR CURRICULUM ENHAN	3750.00	7/20	07/20/20		
36632	SC	1278 BOZEMAN DAILY CHRONICLE	1004.31	7/20	07/20/20		
36633	SC	1328 BRIDGER ANALYTICAL LAB, INC	28.00	7/20	07/20/20		
36634	SC	1424 CATAPULTK12	1068.00	7/20	07/20/20		
36635	SC	262 COMMERCIAL ENERGY OF MONTANA INC	88.74	7/20	07/20/20		
36636	SC	1503 COMPANION CORPORATION	340.00	7/20	07/20/20		
36637	SC	300 CUSHING TERRELL	3088.03	7/20	07/20/20		
36638	SC	577 J&H INC	96.50	7/20	07/20/20		
36639	SC	1694 KATHERINE ALTIZER	51.74	7/20	07/20/20		
36640	SC	609 KENYON NOBLE	23.54	7/20	07/20/20		
36641	SC	806 MTSBA - MONTANA SCHOOL BOARD ASSO	15.00	7/20	07/20/20		
36642	SC	856 NORTHWESTERN ENERGY	1216.25	7/20	07/20/20		
36643	SC	1724 PURITAN COMMERCIAL CLEANING & SER	5876.00	7/20	07/20/20		
36644	SC	1131 THE CARRIAGE HOUSE CAR WASH	39.46	7/20	07/20/20		
36645	SC	71 APPLE COMPUTER INC	299.00	7/20	07/31/20		
36646	SC	78 ARROWLEAF LAWN & LANDSCAPE	375.00	7/20	07/31/20		
36647	SC	1278 BOZEMAN DAILY CHRONICLE	26.00	7/20	07/31/20		
36648	SC	1424 CATAPULTK12	2456.00	7/20	07/31/20		
36649	SC	228 CENTURYLINK	322.25	7/20	07/31/20		
36650	SC	1529 Curriculum Express	341.40	7/20	07/31/20		
36651	SC	1499 CALE	1529.29	7/20	07/31/20		
36652	SC	1415 GALLATIN COUNTY TREASURER	104.89	7/20	07/31/20		
36653	SC	1691 KADEN PUBLISHING	41.50	7/20	07/31/20		
36654	SC	609 KENYON NOBLE	14.57	7/20	07/31/20		
36655	SC	1402 SCENARIO LEARNING LLC	440.27	7/20	07/31/20		
36656	SC	666 THOMAS, LORRIE	100.00	7/20	07/31/20		
36657	SC	1690 WENGER CORPORATION	3852.00	7/20	07/31/20		
36658	SC	1714 YARD GUARD	465.00	7/20	07/31/20		
36659	SC	78 ARROWLEAF LAWN & LANDSCAPE	625.00	8/20	08/03/20		
36660	SC	1004 SCENIC CITY ENTERPRISES, INC	715.00	8/20	08/03/20		
36661	SC	1278 BOZEMAN DAILY CHRONICLE	359.00	8/20	08/19/20		
36662	SC	262 COMMERCIAL ENERGY OF MONTANA INC	6.89	8/20	08/19/20		
36663	SC	1731 CS Structures Inc.	1800.00	8/20	08/19/20		
36664	SC	300 CUSHING TERRELL	12984.87	8/20	08/19/20		
36665	SC	349 DRAKE IRRIGATION	289.75	8/20	08/19/20		
36666	SC	1732 GALLATIN GATEWAY SCHOOL	100.00	8/20	08/19/20		
36667	SC	445 GALLATIN-MADISON SPECIAL ED. COOP	159.36	8/20	08/19/20		
36668	SC	471 GRANITE TECHNOLOGY SOLUTIONS INC	107.50	8/20	08/19/20		
36669	SC	1648 HARGROVE CONSTRUCTION & CONCRETE	1400.00	8/20	08/19/20		

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

08/17/20
16:33:53

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Periods: 7/20 to 8/20

Page: 2 of 3
Report ID: W100X

Claims

Check		Date				
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
36670	SC	577 J&H INC	20.27	8/20	08/19/20	
36671	SC	609 KENYON NOBLE	548.26	8/20	08/19/20	
36672	SC	856 NORTHWESTERN ENERGY	1030.20	8/20	08/19/20	
36673	SC	901 PERSONALIZE IT	143.84	8/20	08/19/20	
36674	SC	1724 PURITAN COMMERCIAL CLEANING SER	5876.00	8/20	08/19/20	
36675	SC	1733 SAVVAS LEARNING COMPANY LLC	10112.58	8/20	08/19/20	
36676	SC	1506 THREE SEASONS, INC	800.00	8/20	08/19/20	
36677	SC	1714 YARD GUARD	245.00	8/20	08/19/20	

Claims Total # of Checks: 56 Total: 87018.56

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

08/17/20
16:33:06

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

Page: 1 of 7
Report ID: AP100W

* Over spent expenditure

Warrant Claim		Vendor #/Name	Amount		Acct/Source/			
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36622S		686 MASBO						
	2328		150.00					
1		8200 06/15/20 MEMBERSHIP-FY21	150.00		101	80	100-2500	810
		Total Check:	150.00					
36623S		747 MONTANA COOPERATIVE SERVICES						
	2322		149.00					
1		1117 04/01/20 MEMBERSHIP DUES- FY21	149.00		101	80	100-2300	810
		Total Check:	149.00					
36624S		794 MREA						
	2324		900.00					
1		2133 04/20/20 MEMBERSHIP DUES- FY21	900.00		101	80	100-2300	810
		Total Check:	900.00					
36625S		1568 MSGIA						
	2330		16,244.00					
1		06/30/20 PROPERTY/LIABILITY INSURANCE	10,558.60*		101	80	100-2600	520
		PROPERTY/LIABILITY INSURANCE						
2		06/30/20 PROPERTY/LIABILITY INSURANCE	4,873.20		110	80	100-2700	520
		PROPERTY/LIABILITY INSURANCE						
3		06/30/20 PROPERTY/LIABILITY INSURANCE	812.20*		117	80	610-2600	520
		PROPERTY/LIABILITY INSURANCE						
		Total Check:	16,244.00					
36626S		806 MTSBA - MONTANA SCHOOL BOARD						
	2326		2,365.00					
1		0003511 01/14/20 MEMBERSHIP-FY21	2,365.00		101	80	100-2300	810
	2329		1,350.00					
1		0004620 06/16/20 POLICY SERVICE MAINTENANCE	600.00		101	80	100-2300	330
2		0004423 06/16/20 STRATEGY MAINTENANCE	750.00		101	80	100-2300	330
		Total Check:	3,715.00					
36627S		1010 SCHOOL ADMINISTRATORS OF MONTANA						
	2325		885.00					
1		5299 04/20/20 MAEMSP MEMBERSHIP- FY21	425.00		101	80	100-2321	810
2		5299 04/20/20 MASS/AASA MEMBERSHIP- FY21	460.00		101	80	100-2321	810
		Total Check:	885.00					
36628S		965 SCHOOL SERVICES OF MONTANA (SSoM)						
	2321		465.30					
1		5022 05/22/20 DISTRICT MEMBERSHIP	275.00		101	80	100-2300	810
2		5022 05/22/20 MEMBERSHIP- PER STUDENT FEE	190.30		101	80	100-2300	810
		Total Check:	465.30					

08/17/20
16:33:06

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

Page: 2 of 7
Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36629S	1056 SMITHSONIAN						
2327		34.00					
1	MEMBERSHIP	34.00*		101	82	100-1000	810
	Total Check:	34.00					
36630S	666 THOMAS, LORRIE						
2320		100.00					
1	06/23/20 BACTERIOLOGICAL- JULY	98.00		101	80	100-2600	421
2	06/23/20 BACTERIOLOGICAL- JULY	2.00		117	80	610-2600	421
	Total Check:	100.00					
36631S	16 ACE-ALLIANCE FOR CURRICULUM						
2343		3,750.00					
1	07/14/20 MEMBERSHIP RENEWAL	3,750.00*	21006	101	80	100-2212	810
	Total Check:	3,750.00					
36632S	1278 BOZEMAN DAILY CHRONICLE						
2337		1,004.31					
1	062074454 06/30/20 EMPLOYMENT AD- INSTRUCTIO	540.65	20246	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj): 80-100-2300-540-						
2	062074454 06/30/20 EMPLOYMENT AD- PARA	460.66*		101	80	100-2572	540
3	062074454 06/30/20 EMPLOYMENT AD- COACHES	3.00*		101	80	100-2572	540
	Total Check:	1,004.31					
36633S	1328 BRIDGER ANALYTICAL LAB, INC						
2345		28.00					
1	2007106 07/08/20 WATER TESTING- JULY	27.44		101	80	100-2600	421
2	2007106 07/08/20 WATER TESTING- JULY	0.56		117	80	610-2600	421
	Total Check:	28.00					
36634S	1424 CATAPULTK12						
2342		1,068.00					
1	1044103 07/01/20 CONNECT ANNUAL SERVICE RENEWA	1,068.00*		101	80	100-2580	682
	Total Check:	1,068.00					
36635S	262 COMMERCIAL ENERGY OF MONTANA INC						
2335		88.74					
1	NWE060476 07/06/20 GAS ON NWE	86.97		101	80	100-2600	411
2	NWE060476 07/06/20 GAS ON NWE	1.77		117	80	610-2600	411
	Total Check:	88.74					

08/17/20
16:33:06

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

Page: 3 of 7
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
36636S	1503 COMPANION CORPORATION							
2344		340.00						
1	116210 07/06/20 Photocomposed, 1 Part	325.00	20224	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2517-610-							
2	116210 07/06/20 Shipping	15.00	20224	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2517-610-							
	Total Check:	340.00						
36637S	300 CUSHING TERRELL							
2339		3,088.03						
1	152763 06/30/20 PRE-DESIGN ASSESSMENT	3,088.03	21027	161		999		613
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2600-330-613							
	Total Check:	3,088.03						
36638S	577 J&H INC							
2332		25.93						
1	588323 07/15/20 COPIER- BUSINESS OFFICE	25.93		101	80	100-2500		550
2334		70.57						
1	587640 07/06/20 COPIER- MAIN OFFICE	70.57		101	80	100-2300		550
	Total Check:	96.50						
36639S	1694 KATHERINE ALTIZER							
2346		51.74						
1	07/14/20 REFUND- ARCHERY	50.00		117		1340		
2	07/14/20 REFUND- ARCHERY (CC FEES)	1.74		115		1900		145
	Total Check:	51.74						
36640S	609 KENYON NOBLE							
2336		23.54						
1	7809025 07/08/20 MAINTENANCE SUPPLIES	23.54		101	80	100-2600		610
	Total Check:	23.54						
36641S	806 MTSBA - MONTANA SCHOOL BOARD							
2333		15.00						
1	4691 06/30/20 Legal Services- Custodial RFP	15.00		101	80	100-2300		332
	Total Check:	15.00						
36642S	856 NORTHWESTERN ENERGY							
2338		1,216.25						
1	07/06/20 ELECTRICITY	659.42		101	80	100-2600		412
	ELECTRICITY							
2	07/06/20 ELECTRICITY	169.08*		110	80	100-2600		412
	ELECTRICITY							
3	07/06/20 ELECTRICITY	16.91		117	80	610-2600		412
	ELECTRICITY							
4	07/06/20 POWER-LIGHTS	67.11		101	80	100-2600		410
	POWER-LIGHTS							
5	07/06/20 POWER-LIGHTS	69.91		110	80	100-2600		410
	POWER-LIGHTS							

08/17/20
16:33:06

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

Page: 4 of 7
Report ID: AP100W

Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
6	07/06/20 POWER-LIGHTS	2.80		117 80 610-2600		410	
	POWER-LIGHTS						
7	07/06/20 NATURAL GAS	226.40		101 80 100-2600		411	
	NATURAL GAS						
8	07/06/20 NATURAL GAS	4.62		117 80 610-2600		411	
	NATURAL GAS						
	Total Check:	1,216.25					
36643S	1724 PURITAN COMMERCIAL CLEANING &						
	2340	5,876.00					
1	25001 07/15/20 CUSTODIAL SERVICES- JULY 2020	4,583.28		101 80 100-2600		433	
2	25001 07/15/20 CUSTODIAL SERVICES- JULY 2020	1,175.20		110 80 100-2600		433	
3	25001 07/15/20 CUSTODIAL SERVICES- JULY 2020	117.52		117 80 610-2600		433	
	Total Check:	5,876.00					
36644S	1131 THE CARRIAGE HOUSE CAR WASH						
	2341	39.46					
1	4438 06/30/20 BUS- CAR WASH (X2)	39.46		110 80 100-2740		440	
	Total Check:	39.46					
36645S	71 APPLE COMPUTER INC						
	2350	299.00					
1	AC27629986 07/07/20 10.2-inch iPad Wi-fi 32GB	215.28	20214	101 999			
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-682-						
2	AC27629986 07/07/20 10.2-inch iPad Wi-fi 32GB	83.72	20214	101 999			
	PO Accounting (Org/Prog/Func/Obj/Proj: 82-100-1000-682-						
	Total Check:	299.00					
36646S	78 ARROWLEAF LAWN & LANDSCAPE						
	2353	375.00					
1	49 06/23/20 MOWING- JUNE 4	125.00	21028	101 999			
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2630-440-						
2	49 06/23/20 MOWING- JUNE 15	125.00	21028	101 999			
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2630-440-						
3	49 06/23/20 MOWING- JUNE 24	125.00	21028	101 999			
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2630-440-						
	Total Check:	375.00					
36647S	1278 BOZEMAN DAILY CHRONICLE						
	2361	26.00					
1	2026372 07/17/20 LEGAL AD- DISCARDED PROPERTY	26.00*		101 80 100-2517		540	
	Total Check:	26.00					

08/17/20
16:33:06

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

Page: 5 of 7
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36648S	1424 CATAPULTK12						
2347		2,456.00					
1	1044102 07/01/20 WEBSITE HOSTING- ANNUAL FEE	1,188.00*		101	80	100-2580	682
2	1044102 07/01/20 SSL CERTIFICATE	200.00*		101	80	100-2580	682
3	1044104 07/01/20 EMS- ANNUAL FEE	1,068.00*		101	80	100-2580	682
	Total Check:	2,456.00					
36649S	228 CENTURYLINK						
2354		311.38					
1	07/04/20 PHONE SERVICE-JULY	227.30		101	80	100-2300	531
2	07/04/20 PHONE SERVICE-JULY	77.85		110	80	100-2300	531
3	07/04/20 PHONE SERVICE-JULY	6.23		117	80	610-2300	531
2362		10.87					
1	131187923 07/20/20 MONTHLY PHONE- LONG DISTANC	7.93		101	80	100-2300	531
2	131187923 07/20/20 MONTHLY PHONE- LONG DISTANC	2.72		110	80	100-2300	531
3	131187923 07/20/20 MONTHLY PHONE- LONG DISTANC	0.22		117	80	610-2300	531
	Total Check:	322.25					
36650S	1529 Curriculum Express						
2348		341.40					
1	I18552 06/22/20 MGG Level B	341.40	20198	101		999	
	PO Accounting {Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
	Total Check:	341.40					
36651S	1499 GALE						
2349		490.27					
1	70743731 06/19/20 IEFA EBooks	25.00	20226	101		999	
	PO Accounting {Org/Prog/Func/Obj/Proj: 82-365-2225-640-						
2	70743731 06/19/20 IEFA EBooks	25.00	20226	101		999	
	PO Accounting {Org/Prog/Func/Obj/Proj: 81-365-2225-640-						
3	70742950 06/19/20 IEFA EBooks	112.28	20226	101		999	
	PO Accounting {Org/Prog/Func/Obj/Proj: 82-365-2225-640-						
4	70742950 06/19/20 IEFA EBooks	327.99	20226	101		999	
	PO Accounting {Org/Prog/Func/Obj/Proj: 81-365-2225-640-						
2356		1,039.02					
1	70965035 07/16/20 Gale Databases	748.10*	21003	101	81	100-2225	680
2	70965035 07/16/20 Gale Databases	290.92*	21003	101	82	100-2225	680
	Total Check:	1,529.29					
36652S	1415 GALLATIN COUNTY TREASURER						
2360		104.89					
1	06/02/20 W/S DISTRICT TAXES	104.89		101	80	100-2300	810
	Total Check:	104.89					

08/17/20
16:33:06

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

Page: 6 of 7
Report ID: AP100W

... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36653S	1691 KAEDEN PUBLISHING						
2351		41.50					
1	KP30566 06/25/20 Nick Goes Fishing level I	5.75	20241	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
2	KP30566 06/25/20 Skateboard.. Level I	6.75	20241	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
3	KP30566 06/25/20 Big changes...Level J	6.75	20241	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
4	KP30566 06/25/20 Williams Weird ..Level J	6.75	20241	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
5	KP30566 06/25/20 Bumpy the Frog Level k	7.75	20241	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
6	KP30566 06/25/20 Crow said no Level k	7.75	20241	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-610-						
	Total Check:	41.50					
36654S	609 KENYON NOBLE						
2357		14.57					
1	7852198 07/30/20 MAINTENANCE SUPPLIES	14.57		101	80	100-2600	610
	Total Check:	14.57					
36655S	1402 SCENARIO LEARNING LLC						
2359		440.27					
1	INV10348 07/25/20 ANNUAL SAFESCHOOL SUBSCRIPTI	440.27		101	80	100-2300	810
	Total Check:	440.27					
36656S	666 THOMAS, LORRIE						
2363		100.00					
1	07/27/20 BATERIOLOGICAL- AUGUST	98.00		101	80	100-2600	421
2	07/27/20 BATERIOLOGICAL- AUGUST	2.00		117	80	610-2600	421
	Total Check:	100.00					
36657S	1690 WENGER CORPORATION						
2352		3,852.00					
1	784595 06/30/20 flipFORMS Riser Platforms	2,304.00	20223	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-660-						
2	784595 06/30/20 flipFORMS Riser Platforms	896.00	20223	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 82-100-1000-660-						
3	784595 06/30/20 Shipping	390.96	20223	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-660-						
4	784595 06/30/20 Shipping	152.04	20223	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 82-100-1000-660-						
5	784595 06/30/20 Handling	78.48	20223	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 81-100-1000-660-						
6	784595 06/30/20 Handling	30.52	20223	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 82-100-1000-660-						
	Total Check:	3,852.00					

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 7/20

• Over spent expenditure

Warrant Claim		Vendor #/Name	Amount	Acct/Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
366588		1714 YARD GUARD						
	2358		465.00					
1		4047 07/24/20 WEED & FEED	220.00*		101	80	100-2630	440
2		4047 07/24/20 VEGETATION CONTROL	245.00*		101	80	100-2630	440
		Total Check:	465.00					
		# of Claims	41					
		Total:	49,695.04					

08/17/20
16:34:15

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/20

Page: 1 of 3
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36659S	78 ARROWLEAF LAWN & LANDSCAPE						
2364		625.00					
1	95 08/01/20 MOWING- JULY 2,10,17,24,31	625.00*		101	80	100-2630	440
	Total Check:	625.00					
36660S	1004 SCENIC CITY ENTERPRISES, INC						
2365		715.00					
1	23574 08/03/20 FRENCH DRAIN CLEANING	715.00*		101	80	100-2630	440
	Total Check:	715.00					
36661S	1278 BOZEMAN DAILY CHRONICLE						
2372		326.00					
1	072074454 07/31/20 EMPLOYMENT AD- COACHING	300.00*		101	80	710-2572	540
2	072074454 07/31/20 DISPOSAL OF PROPERTY AD	26.00*		101	80	100-2517	540
2373		33.00					
1	22384 08/05/20 AUDIT PUBLICATION AD	33.00*		101	80	100-2500	540
	Total Check:	359.00					
36662S	262 COMMERCIAL ENERGY OF MONTANA INC						
2375		6.89					
1	NWE060950 08/05/20 GAS ON NWE SYSTEM	6.75		101	80	100-2600	411
2	NWE060950 08/05/20 GAS ON NWE SYSTEM	0.14		117	80	610-2600	411
	Total Check:	6.89					
36663S	1731 CS Structures Inc.						
2377		1,800.00					
1	8765309 07/31/20 OFFICE PLEXIGLASS WINDOW-COVI	1,800.00*		115	80	765-2600	440 199
	Total Check:	1,800.00					
36664S	300 CUSHING TERRELL						
2370		12,984.87					
1	153344 07/30/20 EXPLORE PHASE	11,803.34*		161	80	100-2600	330 612
2	153344 07/30/20 EXPLORE-SURVEY POSTCARDS/POSTA	1,181.53*		161	80	100-2600	330 612
	Total Check:	12,984.87					
36665S	349 DRAKE IRRIGATION						
2368		289.75					
1	1562 08/06/20 IRRIGATION MAINTANCE	289.75*		101	80	100-2630	440
	Total Check:	289.75					
36666S	1732 GALLATIN GATEWAY SCHOOL						
2382		100.00					
1	08/17/20 CASH DRAWER	100.00		101	101		
	Total Check:	100.00					

08/17/20
16:34:15

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/20

Page: 2 of 3
Report ID: AP100W

* Over spent expenditure

Warrant Claim		Vendor #/Name	Amount	Acct/Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
366678		445 GALLATIN-MADISON SPECIAL ED. COOP.						
	2380		159.36					
1		08/16/20 MAC BILLING CHARGES-Q1	159.36*		115	80	280-1000	810 110
		Total Check:	159.36					
366685		471 GRANITE TECHNOLOGY SOLUTIONS INC						
	2366		107.50					
1		Inv_4835 06/30/20 PHONE SYSTEM MAINTENANCE	107.50		101	80	100-2600	440
		Total Check:	107.50					
366698		1648 HARGROVE CONSTRUCTION & CONCRETE						
	2374		1,400.00					
1		0081020 08/01/20 REPAIR AROUND FRENCH DRAIN	1,400.00		101	80	100-2600	440
		Total Check:	1,400.00					
366715		609 KENYON NOBLE						
	2381		548.26					
1		7876236 08/12/20 MAINTENANCE SUPPLIES	13.77		101	80	100-2600	610
2		7876230 08/12/20 MAINTENANCE SUPPLIES	90.76		101	80	100-2600	610
3		7872801 08/10/20 MAINTENANCE SUPPLIES	340.58		101	80	100-2600	610
4		7880704 08/14/20 MAINTENANCE SUPPLIES	103.15		101	80	100-2600	610
		Total Check:	548.26					
366729		856 NORTHWESTERN ENERGY						
	2376		1,030.20					
1		08/05/20 ELECTRICITY	607.05		101	80	100-2600	412
		ELECTRICITY						
2		08/05/20 ELECTRICITY	155.65*		110	80	100-2600	412
		ELECTRICITY						
3		08/05/20 ELECTRICITY	15.57		117	80	610-2600	412
		ELECTRICITY						
4		08/05/20 POWER-LIGHTS	60.46		101	80	100-2600	410
		POWER-LIGHTS						
5		08/05/20 POWER-LIGHTS	62.99		110	80	100-2600	410
		POWER-LIGHTS						
6		08/05/20 POWER-LIGHTS	2.52		117	80	610-2600	410
		POWER-LIGHTS						
7		08/05/20 NATURAL GAS	123.44		101	80	100-2600	411
		NATURAL GAS						
8		08/05/20 NATURAL GAS	2.52		117	80	610-2600	411
		NATURAL GAS						
		Total Check:	1,030.20					

08/17/20
16:34:15

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/20

Page: 3 of 3
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim		Vendor #/Name	Amount		Acct/Source/				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
36673S		901 PERSONALIZE IT							
	2379		143.84						
1		78051 08/10/20 ENGRAVED CLASSROOM SIGNS	143.84		101	80	100-2600	610	
		Total Check:	143.84						
36674S		1724 PURITAN COMMERCIAL CLEANING &							
	2371		5,876.00						
1		25188 08/01/20 MONTHLY CUSTODIAL SERVICE	5,876.00*		115	80	765-2600	433	
		Total Check:	5,876.00						
36675S		1733 SAVVAS LEARNING COMPANY LLC							
	2383		10,112.58						
1		7027179905 07/29/20 6-8 MyPerspectives Materi	6,679.87	21026	101	81	100-1000	610	
2		7027179905 07/29/20 6-8 MyPerspectives Materi	2,597.73	21026	101	82	100-1000	610	
3		7027179905 07/29/20 Shipping/handling	601.19	21026	101	81	100-1000	610	
4		7027179905 07/29/20 Shipping/handling	233.79	21026	101	82	100-1000	610	
		Total Check:	10,112.58						
36676S		1506 THREE SEASONS, INC							
	2378		800.00						
1		1901 08/17/20 PARKING LOT SWEEPING	600.00*		101	80	100-2630	440	
2		1901 08/17/20 PARKING LOT SWEEPING	200.00*		110	80	100-2630	440	
		Total Check:	800.00						
36677S		1714 YARD GUARD							
	2369		245.00						
1		4344 07/30/20 VEGI CONTROL (BEDS, CRACKS, DRI	245.00*		101	80	100-2630	440	
		Total Check:	245.00						
# of Claims		19	Total:	37,303.25					

08/17/20
16:05:21

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	287,089.27	1,279,726.05	1,296,916.00	1,296,916.00	17,189.95	99 %
110 TRANSPORTATION	12,733.68	100,903.87	111,500.00	111,500.00	10,596.13	90 %
111 BUS DEPRECIATION	0.00	80,810.87	117,135.00	117,135.00	36,324.13	69 %
113 TUITION	2,148.02	10,537.54	13,777.00	13,777.00	3,239.46	76 %
114 RETIREMENT	31,791.06	160,625.56	182,170.00	182,170.00	21,544.44	88 %
117 ADULT EDUCATION FUND	2,295.77	22,553.57	25,578.00	25,578.00	3,024.43	88 %
128 TECHNOLOGY FUNDS	-5,188.80	21,133.68	21,852.00	21,852.00	718.32	97 %
129 FLEXIBILITY FUND	-3,094.99	0.00	11,216.00	11,216.00	11,216.00	0 %
150 DEBT SERVICE	113,855.00	118,060.00	119,760.00	119,760.00	1,700.00	99 %
161 BUILDING RESERVE	14,365.00	101,515.77	201,924.00	201,924.00	100,408.23	50 %
Grand Total:	455,994.01	1,895,866.91	2,101,828.00	2,101,828.00	205,961.09	90 %

08/17/20
16:03:48

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 1 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
250 WORKERS' COMPENSATION	-56.45	0.00	0.00	0.00	0.00	0 %
Function Total:	-56.45	0.00	0.00	0.00	0.00	0 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	-282.75	0.00	0.00	0.00	0.00	0 %
531 COMMUNICATIONS- TELEPHONE	-487.44	0.00	0.00	0.00	0.00	0 %
810 DUES AND FEES	-111.00	0.00	0.00	0.00	0.00	0 %
Function Total:	-881.19	0.00	0.00	0.00	0.00	0 %
2500 BUSINESS SERVICES						
610 SUPPLIES	-114.36	0.00	0.00	0.00	0.00	0 %
Function Total:	-114.36	0.00	0.00	0.00	0.00	0 %
Program Total:	-1,052.00	0.00	0.00	0.00	0.00	0 %
Program Group Total:	-1,052.00	0.00	0.00	0.00	0.00	0 %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
117 PARAPROFESSIONALS	-18.20	0.00	0.00	0.00	0.00	0 %
122 SUBSTITUTE TEACHERS	-9,860.00	0.00	8,000.00	8,000.00	8,000.00	0 %
150 STIPEND	-1,897.50	0.00	1,500.00	1,500.00	1,500.00	0 %
190 LEAVE - PAY	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
220 TRS	-68.13	0.00	0.00	0.00	0.00	0 %
250 WORKERS' COMPENSATION	-46.27	0.00	0.00	0.00	0.00	0 %
260 HEALTH INS	-5,563.81	0.00	0.00	0.00	0.00	0 %
330 OTHER PROFESSIONAL SERVICES	-3,750.00	0.00	5,000.00	5,000.00	5,000.00	0 %
340 TECHNICAL SERVICES	-125.00	0.00	0.00	0.00	0.00	0 %
540 ADVERTISING	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	5,500.00	5,500.00	5,500.00	0 %
583 INSERVICE	-595.00	0.00	0.00	0.00	0.00	0 %
610 SUPPLIES	-4,789.50	0.00	6,000.00	6,000.00	6,000.00	0 %
640 BOOKS	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
680 COMPUTER SOFTWARE	-17,075.61	0.00	20,000.00	20,000.00	20,000.00	0 %
682 SUPPLIES- TECHNOLOGY	-170.82	0.00	0.00	0.00	0.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
810 DUES AND FEES	-1,416.00	0.00	500.00	500.00	500.00	0 %
Function Total:	-45,375.84	0.00	77,000.00	77,000.00	77,000.00	0 %
2100 STUDENTS						
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
Function Total:	0.00	0.00	175.00	175.00	175.00	0 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %

08/17/20
16:03:48

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 2 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2120 GUIDANCE PROGRAM						
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	-35.00	0.00	500.00	500.00	500.00	0 %
610 SUPPLIES	-433.87	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	-69.00	0.00	100.00	100.00	100.00	0 %
Function Total:	-537.87	0.00	1,230.00	1,230.00	1,230.00	0 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	600.00	600.00	600.00	0 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	-65.80	0.00	0.00	0.00	0.00	0 %
Function Total:	-65.80	0.00	0.00	0.00	0.00	0 %
2225 LIBRARY SERVICES						
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	-155.64	0.00	500.00	500.00	500.00	0 %
640 BOOKS	-184.96	0.00	2,500.00	2,500.00	2,500.00	0 %
650 PERIODICALS	0.00	0.00	200.00	200.00	200.00	0 %
660 MINOR EQUIPMENT	-902.70	0.00	200.00	200.00	200.00	0 %
680 COMPUTER SOFTWARE	-2,787.25	0.00	3,200.00	3,200.00	3,200.00	0 %
810 DUES AND FEES	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	-4,030.55	0.00	7,960.00	7,960.00	7,960.00	0 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	1,500.00	4,046.07	6,000.00	6,000.00	1,953.93	67 %
331 PROF. SERV. AUDITOR	4,500.00	9,734.00	10,000.00	10,000.00	266.00	97 %
332 PROF. SERV. LEGAL	0.00	5,079.00	2,000.00	2,000.00	-3,079.00	253 %
340 TECHNICAL SERVICES	0.00	1,992.99	1,275.00	1,275.00	-717.99	156 %
530 COMMUNICATIONS- INTERNET SERVICE	567.49	3,468.80	3,500.00	3,500.00	31.20	99 %
531 COMMUNICATIONS- TELEPHONE	737.27	2,851.36	2,300.00	2,300.00	-551.36	123 %
532 POSTAGE	115.61	1,567.57	1,750.00	1,750.00	182.43	89 %
540 ADVERTISING	540.65	1,682.61	1,300.00	1,300.00	-382.61	129 %
550 PRINTING/DUPLICATING	396.42	3,351.54	4,500.00	4,500.00	1,148.46	74 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	1,817.31	1,000.00	1,000.00	-817.31	181 %
610 SUPPLIES	0.00	1,512.44	1,700.00	1,700.00	187.56	88 %
660 MINOR EQUIPMENT	0.00	0.00	250.00	250.00	250.00	0 %
680 COMPUTER SOFTWARE	0.00	1,388.00	1,500.00	1,500.00	112.00	92 %
810 DUES AND FEES	636.00	4,070.30	6,500.00	6,500.00	2,429.70	62 %
Function Total:	8,993.44	42,561.99	43,575.00	43,575.00	1,013.01	97 %
2314 ELECTIONS						
340 TECHNICAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
540 ADVERTISING	4.80	4.80	100.00	100.00	95.20	4 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	-459.79	0.00	0.00	0.00	0.00	0 %
810 DUES AND FEES	-264.00	0.00	0.00	0.00	0.00	0 %
Function Total:	-718.99	4.80	600.00	600.00	595.20	0 %

08/17/20
16:03:48

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 3 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	5,320.00	58,520.00	58,520.00	58,520.00	0.00	100 %
115 OFFICE/CLERICAL SALARY	2,516.15	32,487.61	33,968.00	33,968.00	1,480.39	95 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	0.00	1,575.00	1,575.00	1,575.00	0 %
170 VACATION PAY	3,065.33	3,065.33	0.00	0.00	-3,065.33	*** %
190 LEAVE - PAY	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
250 WORKERS' COMPENSATION	47.07	345.26	483.00	483.00	137.74	71 %
260 HEALTH INS	961.08	10,935.24	12,270.00	12,270.00	1,334.76	89 %
582 TRAVEL OUT-OF-DISTRICT/INSERV	459.79	3,154.02	3,000.00	3,000.00	-154.02	105 %
610 SUPPLIES	76.04	740.58	250.00	250.00	-490.58	296 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
810 DUES AND FEES	264.00	2,775.51	2,500.00	2,500.00	-275.51	111 %
Function Total:	12,709.46	112,023.55	116,766.00	116,766.00	4,742.45	95 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,412.50	45,010.69	44,000.00	44,000.00	-1,010.69	102 %
115 OFFICE/CLERICAL SALARY	286.65	6,956.48	9,009.00	9,009.00	2,052.52	77 %
190 LEAVE - PAY	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
250 WORKERS' COMPENSATION	15.43	192.86	275.00	275.00	82.14	70 %
260 HEALTH INS	207.19	1,381.22	1,912.00	1,912.00	530.78	72 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
340 TECHNICAL SERVICES	0.00	500.00	500.00	500.00	0.00	100 %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	31.21	309.45	400.00	400.00	90.55	77 %
582 TRAVEL OUT-OF-DISTRICT/INSERV	0.00	639.79	1,500.00	1,500.00	860.21	42 %
610 SUPPLIES	114.36	317.74	250.00	250.00	-67.74	127 %
660 MINOR EQUIPMENT	0.00	754.71	2,300.00	2,300.00	1,545.29	32 %
680 COMPUTER SOFTWARE	0.00	8,300.83	8,500.00	8,500.00	199.17	97 %
682 SUPPLIES- TECHNOLOGY	0.00	39.99	0.00	0.00	-39.99	*** %
810 DUES AND FEES	0.00	284.37	1,000.00	1,000.00	715.63	28 %
Function Total:	4,067.34	64,688.13	79,196.00	79,196.00	14,507.87	81 %
2517 PROPERTY ACCOUNTING SERVICES						
610 SUPPLIES	340.00	340.00	0.00	0.00	-340.00	*** %
Function Total:	340.00	340.00	0.00	0.00	-340.00	*** %
2530 Printing, Publishing, and Duplicating Services						
550 PRINTING/DUPLICATING	20.27	20.27	0.00	0.00	-20.27	*** %
Function Total:	20.27	20.27	0.00	0.00	-20.27	*** %
2580 ADMINISTRATIVE TECH SERVICES						
530 COMMUNICATIONS- INTERNET SERVICE	5,775.00	5,775.00	0.00	0.00	-5,775.00	*** %
Function Total:	5,775.00	5,775.00	0.00	0.00	-5,775.00	*** %
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	4,855.50	5,500.00	5,500.00	644.50	88 %
120 TEMPORARY SALARIES	0.00	597.50	600.00	600.00	2.50	99 %
250 WORKERS' COMPENSATION	0.00	26.00	50.00	50.00	24.00	52 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
410 POWER - LIGHTS	88.01	1,263.64	1,103.00	1,103.00	-160.64	114 %
411 NATURAL GAS	712.99	11,674.74	12,127.00	12,127.00	452.26	96 %
412 ELECTRICITY	675.98	11,587.26	15,986.00	15,986.00	4,398.74	72 %

08/17/20
16:03:48

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 4 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
420 OTHER UTILITY SERVICES- SEWER	893.04	10,716.48	10,717.00	10,717.00	0.52	99 %
421 WATER TESTS	125.44	3,411.36	1,800.00	1,800.00	-1,611.36	189 %
431 DISPOSAL SERVICE	235.84	3,397.90	4,085.00	4,085.00	687.10	83 %
433 CUSTODIAL SERVICES	2,358.72	28,080.00	33,300.00	33,300.00	5,220.00	84 %
440 REPAIR AND MAINTENANCE SERVICE	1,919.62	39,093.65	20,000.00	20,000.00	-19,093.65	195 %
520 INSURANCE	0.00	10,006.10	10,006.00	10,006.00	-0.10	100 %
530 COMMUNICATIONS- INTERNET SERVICE	1,274.43	1,274.43	0.00	0.00	-1,274.43	*** %
540 ADVERTISING	48.00	48.00	0.00	0.00	-48.00	*** %
610 SUPPLIES	3,854.94	12,293.42	6,000.00	6,000.00	-6,293.42	204 %
681 MAJOR COMPUTER SOFTWARE	1,160.00	1,160.00	0.00	0.00	-1,160.00	*** %
682 SUPPLIES- TECHNOLOGY	925.83	925.83	0.00	0.00	-925.83	*** %
810 DUES AND FEES	0.00	580.00	1,500.00	1,500.00	920.00	38 %
Function Total:	14,272.84	140,991.81	123,274.00	123,274.00	-17,717.81	114 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	4,613.75	6,000.00	6,000.00	1,386.25	76 %
440 REPAIR AND MAINTENANCE SERVICE	375.00	1,275.00	0.00	0.00	-1,275.00	*** %
Function Total:	375.00	5,888.75	6,000.00	6,000.00	111.25	98 %
2670 SAFETY- OPERATION & MAINTENANCE						
682 SUPPLIES- TECHNOLOGY	3,094.99	3,094.99	0.00	0.00	-3,094.99	*** %
Function Total:	3,094.99	3,094.99	0.00	0.00	-3,094.99	*** %
Program Total:	-1,080.71	375,389.29	457,476.00	457,476.00	82,086.71	82 %
Program Group Total:	-1,080.71	375,389.29	457,476.00	457,476.00	82,086.71	82 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
120 TEMPORARY SALARIES	0.00	0.00	340.00	340.00	340.00	0 %
190 LEAVE - PAY	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	-226.00	0.00	350.00	350.00	350.00	0 %
660 MINOR EQUIPMENT	-305.68	0.00	0.00	0.00	0.00	0 %
680 COMPUTER SOFTWARE	-71.95	0.00	0.00	0.00	0.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	150.00	150.00	150.00	0 %
920 RESOURCES TRANSFER TO COOP	-2,834.00	0.00	2,850.00	2,850.00	2,850.00	0 %
Function Total:	-3,437.63	0.00	5,690.00	5,690.00	5,690.00	0 %
Program Total:	-3,437.63	0.00	5,690.00	5,690.00	5,690.00	0 %
Program Group Total:	-3,437.63	0.00	5,690.00	5,690.00	5,690.00	0 %
300						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	800.00	800.00	800.00	0 %
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %

08/17/20
16:03:48

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 5 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	500.00	500.00	500.00	0 %
Program Total:	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	-1,591.50	0.00	3,300.00	3,300.00	3,300.00	0 %
Function Total:	-1,591.50	0.00	3,300.00	3,300.00	3,300.00	0 %
Program Total:	-1,591.50	0.00	3,300.00	3,300.00	3,300.00	0 %
Program Group Total:	-1,591.50	0.00	5,100.00	5,100.00	5,100.00	0 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	-160.00	0.00	600.00	600.00	600.00	0 %
250 WORKERS' COMPENSATION	-0.76	0.00	15.00	15.00	15.00	0 %
260 HEALTH INS	-21.00	0.00	0.00	0.00	0.00	0 %
Function Total:	-181.76	0.00	615.00	615.00	615.00	0 %
Program Total:	-181.76	0.00	615.00	615.00	615.00	0 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	-4,500.00	0.00	5,000.00	5,000.00	5,000.00	0 %
150 STIPEND	-4,800.00	0.00	9,900.00	9,900.00	9,900.00	0 %
250 WORKERS' COMPENSATION	-23.46	0.00	80.00	80.00	80.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	-125.00	0.00	0.00	0.00	0.00	0 %
Function Total:	-9,448.46	0.00	14,980.00	14,980.00	14,980.00	0 %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	-1,900.00	0.00	0.00	0.00	0.00	0 %
250 WORKERS' COMPENSATION	-9.07	0.00	0.00	0.00	0.00	0 %
Function Total:	-1,909.07	0.00	0.00	0.00	0.00	0 %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	-800.00	0.00	0.00	0.00	0.00	0 %
250 WORKERS' COMPENSATION	-3.82	0.00	0.00	0.00	0.00	0 %
Function Total:	-803.82	0.00	0.00	0.00	0.00	0 %
Program Total:	-12,161.35	0.00	14,980.00	14,980.00	14,980.00	0 %
Program Group Total:	-12,343.11	0.00	15,595.00	15,595.00	15,595.00	0 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	-2,654.30	2,594.27	17,435.00	17,435.00	14,840.73	14 %
126 SUBSTITUTE COOKS	0.00	90.00	300.00	300.00	210.00	30 %
250 WORKERS' COMPENSATION	15.20	194.16	1,171.00	1,171.00	976.84	16 %
260 HEALTH INS	3.50	513.52	1,290.00	1,290.00	776.48	39 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	150.00	150.00	150.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	85.00	0.00	0.00	-85.00	*** %
540 ADVERTISING	0.00	0.00	150.00	150.00	150.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
610 SUPPLIES	0.00	145.33	300.00	300.00	154.67	48 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 6 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
630 FOOD	-5,298.07	6,362.70	5,156.00	5,156.00	-1,206.70	123 %
660 MINOR EQUIPMENT	0.00	1,341.12	0.00	0.00	-1,341.12	*** %
810 DUES AND FEES	0.00	201.00	0.00	0.00	-201.00	*** %
Function Total:	-7,933.67	11,527.10	26,152.00	26,152.00	14,624.90	44 %
Program Total:	-7,933.67	11,527.10	26,152.00	26,152.00	14,624.90	44 %
999 UNDISTRIBUTED						
6100 OPERATING TRANSFERS TO OTHER FUNDS						
910 OPERATING TRANSFER TO OTHER FUNDS	12,998.69	12,998.69	0.00	0.00	-12,998.69	*** %
Function Total:	12,998.69	12,998.69	0.00	0.00	-12,998.69	*** %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	11,000.00	11,000.00	0.00	0.00	-11,000.00	*** %
Function Total:	11,000.00	11,000.00	0.00	0.00	-11,000.00	*** %
9999 UNDISTRIBUTED						
892 Prior Period Adjustment	0.00	-32.51	0.00	0.00	32.51	*** %
Function Total:	0.00	-32.51	0.00	0.00	32.51	*** %
Program Total:	23,998.69	23,966.18	0.00	0.00	-23,966.18	*** %
Program Group Total:	16,065.02	35,493.28	26,152.00	26,152.00	-9,341.28	135 %
Org Total:	-2,387.93	410,882.57	510,013.00	510,013.00	99,130.43	80 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	86,850.61	347,402.36	347,402.00	347,402.00	-0.36	100 %
117 PARAPROFESSIONALS	3,099.54	29,581.16	37,500.00	37,500.00	7,918.84	78 %
122 SUBSTITUTE TEACHERS	7,099.20	7,099.20	0.00	0.00	-7,099.20	*** %
150 STIPEND	2,133.00	2,133.00	0.00	0.00	-2,133.00	*** %
160 SICK LEAVE TERMINATION PAY	68.34	68.34	0.00	0.00	-68.34	*** %
170 VACATION PAY	4,634.70	4,634.70	0.00	0.00	-4,634.70	*** %
250 WORKERS' COMPENSATION	584.90	1,558.85	2,047.00	2,047.00	488.15	76 %
260 HEALTH INS	20,233.90	64,903.82	57,672.00	57,672.00	-7,231.82	112 %
330 OTHER PROFESSIONAL SERVICES	0.00	75.00	0.00	0.00	-75.00	*** %
340 TECHNICAL SERVICES	90.00	90.00	0.00	0.00	-90.00	*** %
610 SUPPLIES	19,538.47	23,621.19	10,000.00	10,000.00	-13,621.19	236 %
650 PERIODICALS	130.90	130.90	300.00	300.00	169.10	43 %
660 MINOR EQUIPMENT	2,773.44	2,773.44	0.00	0.00	-2,773.44	*** %
680 COMPUTER SOFTWARE	9,364.96	9,364.96	1,000.00	1,000.00	-8,364.96	936 %
682 SUPPLIES- TECHNOLOGY	338.28	757.28	2,000.00	2,000.00	1,242.72	37 %
810 DUES AND FEES	357.12	459.05	0.00	0.00	-459.05	*** %
Function Total:	157,297.36	494,653.25	457,921.00	457,921.00	-36,732.25	108 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	239.41	3,396.95	6,267.00	6,267.00	2,870.05	54 %
170 VACATION PAY	189.45	189.45	0.00	0.00	-189.45	*** %
250 WORKERS' COMPENSATION	1.87	12.31	31.00	31.00	18.69	39 %
260 HEALTH INS	18.28	109.68	201.00	201.00	91.32	54 %
Function Total:	449.01	3,708.39	6,499.00	6,499.00	2,790.61	57 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 7 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2114 STUDENT ACCOUNTING SERVICES						
680 COMPUTER SOFTWARE	3,220.96	3,220.96	0.00	0.00	-3,220.96	*** %
Function Total:	3,220.96	3,220.96	0.00	0.00	-3,220.96	*** %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	7,413.13	29,652.58	29,653.00	29,653.00	0.42	99 %
170 VACATION PAY	32.13	32.13	0.00	0.00	-32.13	*** %
250 WORKERS' COMPENSATION	33.49	109.39	156.00	156.00	46.61	70 %
260 HEALTH INS	1,096.20	4,301.44	4,355.00	4,355.00	53.56	98 %
610 SUPPLIES	797.21	797.21	0.00	0.00	-797.21	*** %
680 COMPUTER SOFTWARE	210.00	210.00	0.00	0.00	-210.00	*** %
810 DUES AND FEES	49.68	49.68	0.00	0.00	-49.68	*** %
Function Total:	9,631.84	35,152.43	34,164.00	34,164.00	-988.43	102 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	47.38	47.38	0.00	0.00	-47.38	*** %
Function Total:	47.38	47.38	0.00	0.00	-47.38	*** %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	2,700.00	2,700.00	0.00	0.00	-2,700.00	*** %
Function Total:	2,700.00	2,700.00	0.00	0.00	-2,700.00	*** %
2213 INSTRUCTIONAL STAFF TRAINING						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	882.00	882.00	0.00	0.00	-882.00	*** %
Function Total:	882.00	882.00	0.00	0.00	-882.00	*** %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	4,294.99	17,179.92	17,180.00	17,180.00	0.08	100 %
250 WORKERS' COMPENSATION	19.31	63.28	91.00	91.00	27.72	69 %
260 HEALTH INS	657.72	2,588.63	2,673.00	2,673.00	84.37	96 %
610 SUPPLIES	101.25	700.00	0.00	0.00	-700.00	*** %
640 BOOKS	1,161.89	1,389.45	0.00	0.00	-1,389.45	*** %
660 MINOR EQUIPMENT	649.94	649.94	0.00	0.00	-649.94	*** %
680 COMPUTER SOFTWARE	2,006.82	2,006.82	0.00	0.00	-2,006.82	*** %
Function Total:	8,891.92	24,578.04	19,944.00	19,944.00	-4,634.04	123 %
Program Total:	183,120.47	564,942.45	518,528.00	518,528.00	-46,414.45	108 %
Program Group Total:	183,120.47	564,942.45	518,528.00	518,528.00	-46,414.45	108 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	6,497.55	25,990.24	25,990.00	25,990.00	-0.24	100 %
170 VACATION PAY	1,079.06	1,079.06	0.00	0.00	-1,079.06	*** %
250 WORKERS' COMPENSATION	34.23	100.74	137.00	137.00	36.26	73 %
260 HEALTH INS	1,297.17	5,101.04	5,126.00	5,126.00	24.96	99 %
610 SUPPLIES	1,382.93	1,526.71	0.00	0.00	-1,526.71	*** %
660 MINOR EQUIPMENT	220.08	220.08	0.00	0.00	-220.08	*** %
680 COMPUTER SOFTWARE	51.80	51.80	0.00	0.00	-51.80	*** %
920 RESOURCES TRANSFER TO COOP	2,040.48	2,040.48	0.00	0.00	-2,040.48	*** %
Function Total:	12,603.30	36,110.15	31,253.00	31,253.00	-4,857.15	115 %
Program Total:	12,603.30	36,110.15	31,253.00	31,253.00	-4,857.15	115 %
Program Group Total:	12,603.30	36,110.15	31,253.00	31,253.00	-4,857.15	115 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 8 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	352.99	352.99	0.00	0.00	-352.99	*** %
Function Total:	352.99	352.99	0.00	0.00	-352.99	*** %
Program Total:	352.99	352.99	0.00	0.00	-352.99	*** %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	1,145.88	1,145.88	0.00	0.00	-1,145.88	*** %
Function Total:	1,145.88	1,145.88	0.00	0.00	-1,145.88	*** %
Program Total:	1,145.88	1,145.88	0.00	0.00	-1,145.88	*** %
Program Group Total:	1,498.87	1,498.87	0.00	0.00	-1,498.87	*** %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	460.80	1,060.80	750.00	750.00	-310.80	141 %
250 WORKERS' COMPENSATION	-0.24	3.85	0.00	0.00	-3.85	*** %
260 HEALTH INS	0.00	54.72	0.00	0.00	-54.72	*** %
340 TECHNICAL SERVICES	0.00	550.00	0.00	0.00	-550.00	*** %
810 DUES AND FEES	234.00	234.00	0.00	0.00	-234.00	*** %
Function Total:	694.56	1,903.37	750.00	750.00	-1,153.37	253 %
Program Total:	694.56	1,903.37	750.00	750.00	-1,153.37	253 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	3,600.00	3,600.00	0.00	0.00	-3,600.00	*** %
250 WORKERS' COMPENSATION	18.21	18.21	0.00	0.00	-18.21	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	90.00	90.00	0.00	0.00	-90.00	*** %
Function Total:	3,708.21	3,708.21	0.00	0.00	-3,708.21	*** %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	1,368.00	1,368.00	0.00	0.00	-1,368.00	*** %
250 WORKERS' COMPENSATION	6.53	6.53	0.00	0.00	-6.53	*** %
Function Total:	1,374.53	1,374.53	0.00	0.00	-1,374.53	*** %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	1,368.00	1,368.00	0.00	0.00	-1,368.00	*** %
250 WORKERS' COMPENSATION	2.75	2.75	0.00	0.00	-2.75	*** %
Function Total:	1,370.75	1,370.75	0.00	0.00	-1,370.75	*** %
3503 ATHLETICS- BOYS BASKETBALL						
150 STIPEND	1,368.00	1,368.00	0.00	0.00	-1,368.00	*** %
Function Total:	1,368.00	1,368.00	0.00	0.00	-1,368.00	*** %
3504 ATHLETICS- WRESTLING						
150 STIPEND	1,200.00	1,200.00	0.00	0.00	-1,200.00	*** %
Function Total:	1,200.00	1,200.00	0.00	0.00	-1,200.00	*** %
Program Total:	9,021.49	9,021.49	0.00	0.00	-9,021.49	*** %
Program Group Total:	9,716.05	10,924.86	750.00	750.00	-10,174.86	*** %
Org Total:	206,938.69	613,476.33	550,531.00	550,531.00	-62,945.33	111 %
82 7-8 SCHOOL						

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 9 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	35,769.09	143,076.36	143,076.00	143,076.00	-0.36	100 %
117 PARAPROFESSIONALS	1,203.73	11,502.12	12,760.00	12,760.00	1,257.88	90 %
122 SUBSTITUTE TEACHERS	2,760.80	2,760.80	0.00	0.00	-2,760.80	*** %
150 STIPEND	829.50	829.50	0.00	0.00	-829.50	*** %
160 SICK LEAVE TERMINATION PAY	26.58	26.58	0.00	0.00	-26.58	*** %
170 VACATION PAY	2,838.42	2,838.42	0.00	0.00	-2,838.42	*** %
250 WORKERS' COMPENSATION	195.18	594.27	838.00	838.00	243.73	70 %
260 HEALTH INS	7,209.97	22,408.31	21,459.00	21,459.00	-949.31	104 %
340 TECHNICAL SERVICES	35.00	35.00	0.00	0.00	-35.00	*** %
610 SUPPLIES	5,545.25	6,070.59	4,000.00	4,000.00	-2,070.59	151 %
650 PERIODICALS	0.00	34.00	100.00	100.00	66.00	34 %
660 MINOR EQUIPMENT	1,078.56	1,078.56	0.00	0.00	-1,078.56	*** %
680 COMPUTER SOFTWARE	3,641.93	3,641.93	500.00	500.00	-3,141.93	728 %
682 SUPPLIES- TECHNOLOGY	131.54	131.54	1,000.00	1,000.00	868.46	13 %
810 DUES AND FEES	138.88	279.86	0.00	0.00	-279.86	*** %
Function Total:	61,404.43	195,307.84	183,733.00	183,733.00	-11,574.84	106 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	97.79	218.27	0.00	0.00	-218.27	*** %
170 VACATION PAY	77.38	77.38	0.00	0.00	-77.38	*** %
250 WORKERS' COMPENSATION	0.76	5.02	10.00	10.00	4.98	50 %
260 HEALTH INS	7.47	44.82	0.00	0.00	-44.82	*** %
Function Total:	183.40	345.49	10.00	10.00	-335.49	*** %
2114 STUDENT ACCOUNTING SERVICES						
680 COMPUTER SOFTWARE	1,252.59	1,252.59	0.00	0.00	-1,252.59	*** %
Function Total:	1,252.59	1,252.59	0.00	0.00	-1,252.59	*** %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	3,088.82	12,355.31	12,355.00	12,355.00	-0.31	100 %
170 VACATION PAY	13.39	13.39	0.00	0.00	-13.39	*** %
250 WORKERS' COMPENSATION	13.96	45.58	65.00	65.00	19.42	70 %
260 HEALTH INS	456.75	1,792.27	1,902.00	1,902.00	109.73	94 %
610 SUPPLIES	315.62	315.62	0.00	0.00	-315.62	*** %
680 COMPUTER SOFTWARE	81.67	81.67	0.00	0.00	-81.67	*** %
810 DUES AND FEES	19.32	19.32	0.00	0.00	-19.32	*** %
Function Total:	3,989.53	14,623.16	14,322.00	14,322.00	-301.16	102 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	18.42	18.42	0.00	0.00	-18.42	*** %
Function Total:	18.42	18.42	0.00	0.00	-18.42	*** %
2150 Speech Pathology & Audiology Services						
330 OTHER PROFESSIONAL SERVICES	0.00	431.25	0.00	0.00	-431.25	*** %
Function Total:	0.00	431.25	0.00	0.00	-431.25	*** %
2212 CURRICULUM SERVICES						
810 DUES AND FEES	1,050.00	1,050.00	0.00	0.00	-1,050.00	*** %
Function Total:	1,050.00	1,050.00	0.00	0.00	-1,050.00	*** %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 10 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
2213 INSTRUCTIONAL STAFF TRAINING						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	343.00	343.00	0.00	0.00	-343.00	*** %
Function Total:	343.00	343.00	0.00	0.00	-343.00	*** %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	1,670.28	6,681.09	6,681.00	6,681.00	-0.09	100 %
250 WORKERS' COMPENSATION	7.53	24.65	35.00	35.00	10.35	70 %
260 HEALTH INS	255.78	1,006.72	1,131.00	1,131.00	124.28	89 %
610 SUPPLIES	39.38	302.83	0.00	0.00	-302.83	*** %
640 BOOKS	451.99	540.55	0.00	0.00	-540.55	*** %
660 MINOR EQUIPMENT	252.76	252.76	0.00	0.00	-252.76	*** %
680 COMPUTER SOFTWARE	780.43	780.43	0.00	0.00	-780.43	*** %
Function Total:	3,458.15	9,589.03	7,847.00	7,847.00	-1,742.03	122 %
Program Total:	71,699.52	222,960.78	205,912.00	205,912.00	-17,048.78	108 %
Program Group Total:	71,699.52	222,960.78	205,912.00	205,912.00	-17,048.78	108 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	2,653.95	10,615.76	10,616.00	10,616.00	0.24	99 %
117 PARAPROFESSIONALS	1,484.70	10,164.87	12,180.00	12,180.00	2,015.13	83 %
170 VACATION PAY	1,002.84	1,002.84	0.00	0.00	-1,002.84	*** %
250 WORKERS' COMPENSATION	22.98	78.56	120.00	120.00	41.44	65 %
260 HEALTH INS	636.08	2,720.69	3,244.00	3,244.00	523.31	83 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	150.00	0.00	0.00	-150.00	*** %
610 SUPPLIES	537.81	662.40	0.00	0.00	-662.40	*** %
660 MINOR EQUIPMENT	85.60	85.60	0.00	0.00	-85.60	*** %
680 COMPUTER SOFTWARE	20.15	20.15	0.00	0.00	-20.15	*** %
920 RESOURCES TRANSFER TO COOP	793.52	793.52	0.00	0.00	-793.52	*** %
Function Total:	7,237.63	26,294.39	26,160.00	26,160.00	-134.39	100 %
Program Total:	7,237.63	26,294.39	26,160.00	26,160.00	-134.39	100 %
Program Group Total:	7,237.63	26,294.39	26,160.00	26,160.00	-134.39	100 %
300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	137.28	137.28	0.00	0.00	-137.28	*** %
Function Total:	137.28	137.28	0.00	0.00	-137.28	*** %
Program Total:	137.28	137.28	0.00	0.00	-137.28	*** %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	445.62	445.62	0.00	0.00	-445.62	*** %
Function Total:	445.62	445.62	0.00	0.00	-445.62	*** %
Program Total:	445.62	445.62	0.00	0.00	-445.62	*** %
Program Group Total:	582.90	582.90	0.00	0.00	-582.90	*** %
700						

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 11 of 26
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	179.20	1,459.20	1,300.00	1,300.00	-159.20	112 %
250 WORKERS' COMPENSATION	3.03	8.63	0.00	0.00	-8.63	*** %
260 HEALTH INS	0.00	173.02	0.00	0.00	-173.02	*** %
581 TRAVEL IN-DISTRICT	155.54	155.54	0.00	0.00	-155.54	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
810 DUES AND FEES	91.00	91.00	0.00	0.00	-91.00	*** %
Function Total:	428.77	1,887.39	4,300.00	4,300.00	2,412.61	43 %
Program Total:	428.77	1,887.39	4,300.00	4,300.00	2,412.61	43 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	1,400.00	1,400.00	0.00	0.00	-1,400.00	*** %
250 WORKERS' COMPENSATION	7.08	7.08	0.00	0.00	-7.08	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	35.00	35.00	0.00	0.00	-35.00	*** %
Function Total:	1,442.08	1,442.08	0.00	0.00	-1,442.08	*** %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	532.00	532.00	0.00	0.00	-532.00	*** %
250 WORKERS' COMPENSATION	2.54	2.54	0.00	0.00	-2.54	*** %
Function Total:	534.54	534.54	0.00	0.00	-534.54	*** %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	532.00	532.00	0.00	0.00	-532.00	*** %
250 WORKERS' COMPENSATION	1.07	1.07	0.00	0.00	-1.07	*** %
Function Total:	533.07	533.07	0.00	0.00	-533.07	*** %
3503 ATHLETICS- BOYS BASKETBALL						
150 STIPEND	532.00	532.00	0.00	0.00	-532.00	*** %
Function Total:	532.00	532.00	0.00	0.00	-532.00	*** %
3506 ATHLETICS- CHEERLEADING						
150 STIPEND	600.00	600.00	0.00	0.00	-600.00	*** %
Function Total:	600.00	600.00	0.00	0.00	-600.00	*** %
Program Total:	3,641.69	3,641.69	0.00	0.00	-3,641.69	*** %
Program Group Total:	4,070.46	5,529.08	4,300.00	4,300.00	-1,229.08	128 %
Org Total:	83,590.51	255,367.15	236,372.00	236,372.00	-18,995.15	108 %
Fund Total:	287,089.27	1,279,726.05	1,296,916.00	1,296,916.00	17,189.95	98 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 12 of 26
Report ID: B100

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	84.82	0.00	0.00	-84.82	*** %
531 COMMUNICATIONS- TELEPHONE	0.00	166.92	0.00	0.00	-166.92	*** %
Function Total:	0.00	251.74	0.00	0.00	-251.74	*** %
Program Total:	0.00	251.74	0.00	0.00	-251.74	*** %
Program Group Total:	0.00	251.74	0.00	0.00	-251.74	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	85.42	955.83	2,000.00	2,000.00	1,044.17	47 %
531 COMMUNICATIONS- TELEPHONE	85.56	809.60	1,300.00	1,300.00	490.40	62 %
Function Total:	170.98	1,765.43	3,300.00	3,300.00	1,534.57	53 %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	1,381.82	15,200.02	15,200.00	15,200.00	-0.02	100 %
115 OFFICE/CLERICAL SALARY	449.33	5,692.80	6,066.00	6,066.00	373.20	93 %
170 VACATION PAY	796.19	796.19	0.00	0.00	-796.19	*** %
250 WORKERS' COMPENSATION	11.37	79.43	111.00	111.00	31.57	71 %
260 HEALTH INS	209.83	2,342.95	2,336.00	2,336.00	-6.95	100 %
Function Total:	2,848.54	24,111.39	23,713.00	23,713.00	-398.39	101 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,575.00	19,868.57	18,900.00	18,900.00	-968.57	105 %
115 OFFICE/CLERICAL SALARY	132.30	3,210.69	4,158.00	4,158.00	947.31	77 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
250 WORKERS' COMPENSATION	7.11	84.83	122.00	122.00	37.17	69 %
260 HEALTH INS	95.63	637.53	65.00	65.00	-572.53	980 %
810 DUES AND FEES	0.00	20.60	0.00	0.00	-20.60	*** %
Function Total:	1,810.04	23,822.22	24,245.00	24,245.00	422.78	98 %
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	55.00	0.00	0.00	-55.00	*** %
410 POWER - LIGHTS	91.68	1,316.35	1,000.00	1,000.00	-316.35	131 %
412 ELECTRICITY	173.33	2,971.10	34.00	34.00	-2,937.10	*** %
431 DISPOSAL SERVICE	26.80	323.63	700.00	700.00	376.37	46 %
433 CUSTODIAL SERVICES	604.80	7,200.00	7,248.00	7,248.00	48.00	99 %
Function Total:	896.61	11,866.08	8,982.00	8,982.00	-2,884.08	132 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	1,076.25	1,200.00	1,200.00	123.75	89 %
Function Total:	0.00	1,076.25	1,200.00	1,200.00	123.75	89 %
2700 STUDENT TRANSPORTATION						
118 BUS DRIVERS	3,326.77	22,785.74	23,857.00	23,857.00	1,071.26	95 %
128 SUBSTITUTE BUS DRIVER	0.00	0.00	257.00	257.00	257.00	0 %
170 VACATION PAY	1,436.81	1,436.81	0.00	0.00	-1,436.81	*** %
180 BONUS	1,600.00	1,600.00	1,360.00	1,360.00	-240.00	117 %
190 LEAVE - PAY	0.00	0.00	800.00	800.00	800.00	0 %
250 WORKERS' COMPENSATION	360.26	1,223.58	2,000.00	2,000.00	776.42	61 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 13 of 26
Report ID: B100

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
260 HEALTH INS	147.12	-20.03	3,500.00	3,500.00	3,520.03	-0 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	650.00	650.00	650.00	0 %
520 INSURANCE	0.00	4,618.20	6,406.00	6,406.00	1,787.80	72 %
582 TRAVEL OUT-OF-DISTRICT/INSERV	16.56	431.27	250.00	250.00	-181.27	172 %
610 SUPPLIES	94.63	809.72	500.00	500.00	-309.72	161 %
624 FUEL	0.00	3,310.30	4,450.00	4,450.00	1,139.70	74 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	174.94	150.00	150.00	-24.94	116 %
Function Total:	6,982.15	36,370.53	44,680.00	44,680.00	8,309.47	81 %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	25.36	1,640.23	5,000.00	5,000.00	3,359.77	32 %
610 SUPPLIES	0.00	0.00	380.00	380.00	380.00	0 %
Function Total:	25.36	1,640.23	5,380.00	5,380.00	3,739.77	30 %
Program Total:	12,733.68	100,652.13	111,500.00	111,500.00	10,847.87	90 %
Program Group Total:	12,733.68	100,652.13	111,500.00	111,500.00	10,847.87	90 %
Org Total:	12,733.68	100,652.13	111,500.00	111,500.00	10,847.87	90 %
Fund Total:	12,733.68	100,903.87	111,500.00	111,500.00	10,596.13	90 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 14 of 26
Report ID: B100

111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Function Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Program Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Program Group Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Org Total:		80,810.87	117,135.00	117,135.00	36,324.13	68 %
Fund Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 15 of 26
Report ID: B100

113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	877.00	877.00	877.00	0 %
Function Total :	0.00	0.00	877.00	877.00	877.00	0 %
Program Total :	0.00	0.00	877.00	877.00	877.00	0 %
Program Group Total :	0.00	0.00	877.00	877.00	877.00	0 %
Org Total :			877.00	877.00	877.00	%
82 7-8 SCHOOL						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
117 PARAPROFESSIONALS	1,470.70	10,150.88	12,800.00	12,800.00	2,649.12	79 %
170 VACATION PAY	562.10	562.10	0.00	0.00	-562.10	*** %
250 WORKERS' COMPENSATION	8.97	37.39	100.00	100.00	62.61	37 %
260 HEALTH INS	106.25	-212.83	0.00	0.00	212.83	*** %
Function Total :	2,148.02	10,537.54	12,900.00	12,900.00	2,362.46	81 %
Program Total :	2,148.02	10,537.54	12,900.00	12,900.00	2,362.46	81 %
Program Group Total :	2,148.02	10,537.54	12,900.00	12,900.00	2,362.46	81 %
Org Total :	2,148.02	10,537.54	12,900.00	12,900.00	2,362.46	81 %
Fund Total :	2,148.02	10,537.54	13,777.00	13,777.00	3,239.46	76 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 16 of 26
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	80.97	975.27	1,500.00	1,500.00	524.73	65 %
220 TRS	0.00	24.94	250.00	250.00	225.06	9 %
240 UNEMPLOYMENT	4.68	57.28	200.00	200.00	142.72	28 %
Function Total:	85.65	1,057.49	1,950.00	1,950.00	892.51	54 %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	970.98	8,149.90	8,000.00	8,000.00	-149.90	101 %
220 TRS	607.85	6,681.84	6,700.00	6,700.00	18.16	99 %
230 PERS	249.10	3,207.16	3,400.00	3,400.00	192.84	94 %
240 UNEMPLOYMENT	59.52	522.82	600.00	600.00	77.18	87 %
Function Total:	1,887.45	18,561.72	18,700.00	18,700.00	138.28	99 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	403.48	5,640.06	5,500.00	5,500.00	-140.06	102 %
220 TRS	38.00	920.75	1,200.00	1,200.00	279.25	76 %
230 PERS	418.95	5,449.86	5,100.00	5,100.00	-349.86	106 %
240 UNEMPLOYMENT	23.79	341.24	500.00	500.00	158.76	68 %
810 DUES AND FEES	0.00	10.00	0.00	0.00	-10.00	*** %
Function Total:	884.22	12,361.91	12,300.00	12,300.00	-61.91	100 %
2580 ADMINISTRATIVE TECH SERVICES						
210 SOCIAL SECURITY AND MEDICARE	247.74	992.23	1,000.00	1,000.00	7.77	99 %
220 TRS	313.08	1,278.54	1,300.00	1,300.00	21.46	98 %
240 UNEMPLOYMENT	15.18	61.64	100.00	100.00	38.36	61 %
Function Total:	576.00	2,332.41	2,400.00	2,400.00	67.59	97 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	410.79	100.00	100.00	-310.79	410 %
240 UNEMPLOYMENT	0.00	26.17	25.00	25.00	-1.17	104 %
Function Total:	0.00	436.96	125.00	125.00	-311.96	349 %
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	486.81	2,049.51	2,000.00	2,000.00	-49.51	102 %
230 PERS	178.92	1,208.89	1,100.00	1,100.00	-108.89	109 %
240 UNEMPLOYMENT	28.00	119.24	150.00	150.00	30.76	79 %
Function Total:	693.73	3,377.64	3,250.00	3,250.00	-127.64	103 %
Program Total:	4,127.05	38,128.13	38,725.00	38,725.00	596.87	98 %
Program Group Total:	4,127.05	38,128.13	38,725.00	38,725.00	596.87	98 %
200						
280 SPECIAL EDUCATION						
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
Function Total:	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
Program Total:	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
Program Group Total:	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
600						
610 ADULT CONTINUING EDUCATION PRO						

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 17 of 26
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	94.68	836.44	150.00	150.00	-686.44	557 %
220 TRS	65.31	788.27	75.00	75.00	-713.27	*** %
240 UNEMPLOYMENT	5.44	48.82	50.00	50.00	1.18	97 %
Function Total:	165.43	1,673.53	275.00	275.00	-1,398.53	608 %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	25.31	189.07	200.00	200.00	10.93	94 %
220 TRS	18.80	211.31	250.00	250.00	38.69	84 %
230 PERS	2.52	29.91	75.00	75.00	45.09	39 %
240 UNEMPLOYMENT	1.58	12.44	25.00	25.00	12.56	49 %
Function Total:	48.21	442.73	550.00	550.00	107.27	80 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	21.25	268.60	500.00	500.00	231.40	53 %
220 TRS	2.00	49.96	75.00	75.00	25.04	66 %
230 PERS	22.05	255.78	300.00	300.00	44.22	85 %
240 UNEMPLOYMENT	1.25	16.19	25.00	25.00	8.81	64 %
Function Total:	46.55	590.53	900.00	900.00	309.47	65 %
Program Total:	260.19	2,706.79	1,725.00	1,725.00	-981.79	156 %
Program Group Total:	260.19	2,706.79	1,725.00	1,725.00	-981.79	156 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	36.03	48.04	0.00	0.00	-48.04	*** %
240 UNEMPLOYMENT	2.10	2.87	0.00	0.00	-2.87	*** %
Function Total:	38.13	50.91	0.00	0.00	-50.91	*** %
Program Total:	38.13	50.91	0.00	0.00	-50.91	*** %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	38.25	749.71	2,600.00	2,600.00	1,850.29	28 %
220 TRS	45.35	453.50	600.00	600.00	146.50	75 %
240 UNEMPLOYMENT	2.20	43.52	75.00	75.00	31.48	58 %
Function Total:	85.80	1,246.73	3,275.00	3,275.00	2,028.27	38 %
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	145.35	0.00	0.00	-145.35	*** %
240 UNEMPLOYMENT	0.00	8.36	0.00	0.00	-8.36	*** %
Function Total:	0.00	153.71	0.00	0.00	-153.71	*** %
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	61.20	0.00	0.00	-61.20	*** %
240 UNEMPLOYMENT	0.00	3.52	0.00	0.00	-3.52	*** %
Function Total:	0.00	64.72	0.00	0.00	-64.72	*** %
Program Total:	85.80	1,465.16	3,275.00	3,275.00	1,809.84	44 %
Program Group Total:	123.93	1,516.07	3,275.00	3,275.00	1,758.93	46 %
900						

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 18 of 26
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	212.18	3,360.52	4,500.00	4,500.00	1,139.48	74 %
230 PERS	150.49	3,607.46	5,000.00	5,000.00	1,392.54	72 %
240 UNEMPLOYMENT	12.13	197.45	300.00	300.00	102.55	65 %
Function Total:	374.80	7,165.43	9,800.00	9,800.00	2,634.57	73 %
Program Total:	374.80	7,165.43	9,800.00	9,800.00	2,634.57	73 %
Program Group Total:	374.80	7,165.43	9,800.00	9,800.00	2,634.57	73 %
Org Total:	4,885.97	49,516.42	56,976.00	56,976.00	7,459.58	86 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	6,674.34	27,098.08	28,000.00	28,000.00	901.92	96 %
220 TRS	8,207.14	33,696.41	35,000.00	35,000.00	1,303.59	96 %
240 UNEMPLOYMENT	416.47	1,681.05	2,000.00	2,000.00	318.95	84 %
Function Total:	15,297.95	62,475.54	65,000.00	65,000.00	2,524.46	96 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	32.81	249.71	500.00	500.00	250.29	49 %
220 TRS	21.71	305.59	600.00	600.00	294.41	50 %
240 UNEMPLOYMENT	1.88	14.61	75.00	75.00	60.39	19 %
Function Total:	56.40	569.91	1,175.00	1,175.00	605.09	48 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	516.54	2,059.95	2,100.00	2,100.00	40.05	98 %
220 TRS	672.36	2,745.80	2,700.00	2,700.00	-45.80	101 %
240 UNEMPLOYMENT	32.75	132.56	200.00	200.00	67.44	66 %
Function Total:	1,221.65	4,938.31	5,000.00	5,000.00	61.69	98 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	326.82	1,307.31	1,500.00	1,500.00	192.69	87 %
220 TRS	389.55	1,590.85	1,600.00	1,600.00	9.15	99 %
240 UNEMPLOYMENT	18.90	76.74	100.00	100.00	23.26	76 %
Function Total:	735.27	2,974.90	3,200.00	3,200.00	225.10	92 %
Program Total:	17,311.27	70,958.66	74,375.00	74,375.00	3,416.34	95 %
Program Group Total:	17,311.27	70,958.66	74,375.00	74,375.00	3,416.34	95 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	541.94	1,920.70	2,000.00	2,000.00	79.30	96 %
220 TRS	589.32	2,337.14	2,500.00	2,500.00	162.86	93 %
240 UNEMPLOYMENT	33.34	120.84	175.00	175.00	54.16	69 %
Function Total:	1,164.60	4,378.68	4,675.00	4,675.00	296.32	93 %
Program Total:	1,164.60	4,378.68	4,675.00	4,675.00	296.32	93 %
Program Group Total:	1,164.60	4,378.68	4,675.00	4,675.00	296.32	93 %
700						

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 19 of 26
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	87.98	0.00	0.00	-87.98	*** %
240 UNEMPLOYMENT	0.00	5.30	0.00	0.00	-5.30	*** %
Function Total:	0.00	93.28	0.00	0.00	-93.28	*** %
Program Total:	0.00	93.28	0.00	0.00	-93.28	*** %
Program Group Total:	0.00	93.28	0.00	0.00	-93.28	*** %
Org Total:	18,475.87	75,430.62	79,050.00	79,050.00	3,619.38	95 %
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	2,991.98	11,818.33	12,500.00	12,500.00	681.67	94 %
220 TRS	3,372.49	14,343.98	14,500.00	14,500.00	156.02	98 %
240 UNEMPLOYMENT	175.26	679.50	1,000.00	1,000.00	320.50	67 %
Function Total:	6,539.73	26,841.81	28,000.00	28,000.00	1,158.19	95 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	13.40	102.01	500.00	500.00	397.99	20 %
220 TRS	8.88	19.81	0.00	0.00	-19.81	*** %
240 UNEMPLOYMENT	0.78	6.00	75.00	75.00	69.00	8 %
Function Total:	23.06	127.82	575.00	575.00	447.18	22 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	215.23	858.31	2,500.00	2,500.00	1,641.69	34 %
220 TRS	280.17	1,144.13	1,500.00	1,500.00	355.87	76 %
240 UNEMPLOYMENT	13.65	55.24	150.00	150.00	94.76	36 %
Function Total:	509.05	2,057.68	4,150.00	4,150.00	2,092.32	49 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	127.11	508.39	2,225.00	2,225.00	1,716.61	22 %
220 TRS	151.50	618.67	1,000.00	1,000.00	381.33	61 %
240 UNEMPLOYMENT	7.35	29.85	75.00	75.00	45.15	39 %
Function Total:	285.96	1,156.91	3,300.00	3,300.00	2,143.09	35 %
Program Total:	7,357.80	30,184.22	36,025.00	36,025.00	5,840.78	83 %
Program Group Total:	7,357.80	30,184.22	36,025.00	36,025.00	5,840.78	83 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	532.42	2,423.66	5,200.00	5,200.00	2,776.34	46 %
220 TRS	507.51	2,824.22	4,700.00	4,700.00	1,875.78	60 %
240 UNEMPLOYMENT	31.49	144.67	219.00	219.00	74.33	66 %
Function Total:	1,071.42	5,392.55	10,119.00	10,119.00	4,726.45	53 %
Program Total:	1,071.42	5,392.55	10,119.00	10,119.00	4,726.45	53 %
Program Group Total:	1,071.42	5,392.55	10,119.00	10,119.00	4,726.45	53 %
700						
710 EXTRACURRICULAR PROGRAM						

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 20 of 26
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	96.08	0.00	0.00	-96.08	*** %
240 UNEMPLOYMENT	0.00	5.67	0.00	0.00	-5.67	*** %
Function Total:	0.00	101.75	0.00	0.00	-101.75	*** %
Program Total:	0.00	101.75	0.00	0.00	-101.75	*** %
Program Group Total:	0.00	101.75	0.00	0.00	-101.75	*** %
Org Total:	8,429.22	35,678.52	46,144.00	46,144.00	10,465.48	77 %
Fund Total:	31,791.06	160,625.56	182,170.00	182,170.00	21,544.44	88 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 21 of 26
Report ID: B100

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600						
610 ADULT CONTINUING EDUCATION PRO						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	84.82	0.00	0.00	-84.82	*** %
531 COMMUNICATIONS- TELEPHONE	0.00	13.34	0.00	0.00	-13.34	*** %
Function Total:	0.00	98.16	0.00	0.00	-98.16	*** %
Program Total:	0.00	98.16	0.00	0.00	-98.16	*** %
Program Group Total:	0.00	98.16	0.00	0.00	-98.16	*** %
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
119 OTHER SUPERVISORY SALARIES	720.00	8,000.00	10,400.00	10,400.00	2,400.00	76 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	60.00	2,490.00	1,650.00	1,650.00	-840.00	150 %
170 VACATION PAY	457.60	457.60	0.00	0.00	-457.60	*** %
250 WORKERS' COMPENSATION	5.48	35.75	75.00	75.00	39.25	47 %
260 HEALTH INS	72.05	419.37	860.00	860.00	440.63	48 %
610 SUPPLIES	60.89	1,056.00	53.00	53.00	-1,003.00	*** %
Function Total:	1,376.02	12,458.72	13,038.00	13,038.00	579.28	95 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	85.42	955.83	2,000.00	2,000.00	1,044.17	47 %
531 COMMUNICATIONS- TELEPHONE	6.85	64.77	600.00	600.00	535.23	10 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	39.50	39.50	0.00	0.00	-39.50	*** %
Function Total:	131.77	1,060.10	2,600.00	2,600.00	1,539.90	40 %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	207.27	2,279.97	2,280.00	2,280.00	0.03	99 %
115 OFFICE/CLERICAL SALARY	29.96	355.98	410.00	410.00	54.02	86 %
170 VACATION PAY	119.43	119.43	0.00	0.00	-119.43	*** %
250 WORKERS' COMPENSATION	1.55	10.06	75.00	75.00	64.94	13 %
260 HEALTH INS	24.17	261.29	300.00	300.00	38.71	87 %
Function Total:	382.38	3,026.73	3,065.00	3,065.00	38.27	98 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	262.50	3,045.00	3,150.00	3,150.00	105.00	96 %
115 OFFICE/CLERICAL SALARY	22.05	535.13	700.00	700.00	164.87	76 %
250 WORKERS' COMPENSATION	1.18	12.95	75.00	75.00	62.05	17 %
260 HEALTH INS	15.93	106.25	500.00	500.00	393.75	21 %
Function Total:	301.66	3,699.33	4,425.00	4,425.00	725.67	83 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	3.67	52.67	60.00	60.00	7.33	87 %
411 NATURAL GAS	14.55	238.26	60.00	60.00	-178.26	397 %
412 ELECTRICITY	17.32	297.09	600.00	600.00	302.91	49 %
421 WATER TESTS	2.56	68.08	60.00	60.00	-8.08	113 %
431 DISPOSAL SERVICE	5.36	64.73	150.00	150.00	85.27	43 %
433 CUSTODIAL SERVICES	60.48	720.00	750.00	750.00	30.00	96 %
520 INSURANCE	0.00	769.70	770.00	770.00	0.30	99 %
Function Total:	103.94	2,210.53	2,450.00	2,450.00	239.47	90 %
Program Total:	2,295.77	22,455.41	25,578.00	25,578.00	3,122.59	87 %
Program Group Total:	2,295.77	22,455.41	25,578.00	25,578.00	3,122.59	87 %
Org Total:	2,295.77	22,455.41	25,578.00	25,578.00	3,122.59	87 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 22 of 26
Report ID: B100

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total :	2,295.77	22,553.57	25,578.00	25,578.00	3,024.43	88 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 23 of 26
Report ID: B100

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	113.10	0.00	0.00	-113.10	*** %
Function Total:	0.00	113.10	0.00	0.00	-113.10	*** %
Program Total:	0.00	113.10	0.00	0.00	-113.10	*** %
Program Group Total:	0.00	113.10	0.00	0.00	-113.10	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	-1,160.00	0.00	2,500.00	2,500.00	2,500.00	0 %
682 SUPPLIES- TECHNOLOGY	-925.83	0.00	954.00	954.00	954.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
Function Total:	-2,085.83	0.00	4,954.00	4,954.00	4,954.00	0 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	-1,160.54	0.00	1,600.00	1,600.00	1,600.00	0 %
Function Total:	-1,160.54	0.00	1,600.00	1,600.00	1,600.00	0 %
2580 ADMINISTRATIVE TECH SERVICES						
112 CERTIFIED SALARIES	3,451.71	13,806.82	13,807.00	13,807.00	0.18	99 %
250 WORKERS' COMPENSATION	15.52	50.86	66.00	66.00	15.14	77 %
260 HEALTH INS	365.34	1,441.44	1,425.00	1,425.00	-16.44	101 %
Function Total:	3,832.57	15,299.12	15,298.00	15,298.00	-1.12	100 %
2600 OPERATIONS & MAINTENANCE						
681 MAJOR COMPUTER SOFTWARE	-5,775.00	0.00	0.00	0.00	0.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	5,721.46	0.00	0.00	-5,721.46	*** %
Function Total:	-5,775.00	5,721.46	0.00	0.00	-5,721.46	*** %
Program Total:	-5,188.80	21,020.58	21,852.00	21,852.00	831.42	96 %
Program Group Total:	-5,188.80	21,020.58	21,852.00	21,852.00	831.42	96 %
Org Total:	-5,188.80	21,020.58	21,852.00	21,852.00	831.42	96 %
Fund Total:	-5,188.80	21,133.68	21,852.00	21,852.00	718.32	96 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 24 of 26
Report ID: B100

129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
610 SUPPLIES	0.00	0.00	216.00	216.00	216.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
Function Total:	0.00	0.00	5,216.00	5,216.00	5,216.00	0 %
2300 GENERAL ADMINISTRATION						
680 COMPUTER SOFTWARE	-3,094.99	0.00	0.00	0.00	0.00	0 %
Function Total:	-3,094.99	0.00	0.00	0.00	0.00	0 %
2400 SCHOOL ADMINISTRATION						
680 COMPUTER SOFTWARE	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
Function Total:	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
Program Total:	-3,094.99	0.00	11,216.00	11,216.00	11,216.00	0 %
Program Group Total:	-3,094.99	0.00	11,216.00	11,216.00	11,216.00	0 %
Org Total:	-3,094.99		11,216.00	11,216.00	11,216.00	%
Fund Total:	-3,094.99	0.00	11,216.00	11,216.00	11,216.00	0 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 25 of 26
Report ID: B100

150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
840 PRINCIPAL ON DEBT	110,000.00	110,000.00	111,260.00	111,260.00	1,260.00	98 %
850 INTEREST ON DEBT	3,855.00	7,710.00	8,000.00	8,000.00	290.00	96 %
860 AGENT FEES/ISSUANCE COSTS	0.00	350.00	500.00	500.00	150.00	70 %
Function Total:	113,855.00	118,060.00	119,760.00	119,760.00	1,700.00	98 %
Program Total:	113,855.00	118,060.00	119,760.00	119,760.00	1,700.00	98 %
Program Group Total:	113,855.00	118,060.00	119,760.00	119,760.00	1,700.00	98 %
Org Total:	113,855.00	118,060.00	119,760.00	119,760.00	1,700.00	98 %
Fund Total:	113,855.00	118,060.00	119,760.00	119,760.00	1,700.00	98 %

08/17/20
16:03:49

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 20

Page: 26 of 26
Report ID: B100

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	8,924.00	8,924.00	8,924.00	0 %
330-613 OTHER PROFESSIONAL SERVICES BUILDING RESERVE- PERMISSIVE LEVY	14,365.00	14,365.00	0.00	0.00	-14,365.00	*** %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	92,000.00	92,000.00	92,000.00	0 %
440-612 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- VOTED LEVY	0.00	72,476.75	0.00	0.00	-72,476.75	*** %
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	5,216.24	0.00	0.00	-5,216.24	*** %
610-612 SUPPLIES BUILDING RESERVE- VOTED LEVY	0.00	448.18	0.00	0.00	-448.18	*** %
660 MINOR EQUIPMENT	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	75,000.00	75,000.00	75,000.00	0 %
810 DUES AND FEES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810-612 DUES AND FEES BUILDING RESERVE- VOTED LEVY	0.00	945.00	0.00	0.00	-945.00	*** %
Function Total:	14,365.00	93,451.17	201,924.00	201,924.00	108,472.83	46 %
2620 OPERATION OF BUILDING SERVICES						
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	2,962.00	0.00	0.00	-2,962.00	*** %
460 MINOR CONSTRUCTION	0.00	2,032.80	0.00	0.00	-2,032.80	*** %
460-612 MINOR CONSTRUCTION BUILDING RESERVE- VOTED LEVY	0.00	2,032.80	0.00	0.00	-2,032.80	*** %
610-613 SUPPLIES BUILDING RESERVE- PERMISSIVE LEVY	0.00	1,037.00	0.00	0.00	-1,037.00	*** %
Function Total:	0.00	8,064.60	0.00	0.00	-8,064.60	*** %
Program Total:	14,365.00	101,515.77	201,924.00	201,924.00	100,408.23	50 %
Program Group Total:	14,365.00	101,515.77	201,924.00	201,924.00	100,408.23	50 %
Org Total:	14,365.00	101,515.77	201,924.00	201,924.00	100,408.23	50 %
Fund Total:	14,365.00	101,515.77	201,924.00	201,924.00	100,408.23	50 %
Grand Total:	455,994.01	1,895,866.91	2,101,828.00	2,101,828.00	205,961.09	90 %



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: August 11, 2020

RE: Cash Reconciliation as of June 30, 2020

County Treasurer Cash vs Book Cash AS OF June 30, 2020

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>	
General	101	\$186,959.60	\$180,769.62	\$6,189.98	**
Transportation	110	\$30,200.59	\$30,200.59	\$0.00	
Bus Depreciation	111	\$36,154.38	\$36,154.38	\$0.00	
Food	112	\$2,525.74	\$2,525.74	\$0.00	
Tuition	113	\$2,835.64	\$2,835.64	\$0.00	
Retirement	114	\$55,296.92	\$55,296.92	\$0.00	
Miscellaneous	115	\$260.18	\$260.18	\$0.00	
Adult Education	117	\$8,210.93	\$8,210.93	\$0.00	
Compensated Absences	121	\$7,222.15	\$7,222.15	\$0.00	
Technology	128	\$498.23	\$498.23	\$0.00	
Flexibility	129	\$5,078.81	\$11,268.79	-\$6,189.98	**
Debt Service	150	-\$334.38	-\$334.38	\$0.00	
Building	160	\$2,149.03	\$2,149.03	\$0.00	
Building Reserve	161	\$104,805.96	\$104,805.96	\$0.00	
Endowment	181	\$1,516.30	\$1,516.30	\$0.00	
Extra-Curricular	184	\$14,111.59	\$14,111.59	\$0.00	
Payroll Clearing	186	\$62,065.61	\$62,065.61	\$0.00	*
Claims Clearing	187	\$62,707.75	\$44,728.75	\$17,979.00	***
Total		\$582,265.03	\$564,286.03	\$17,979.00	

* Equals Outstanding Warrants.

** Transfer sent to County

*** PCard Refund issue

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-19

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	\$9,135.26
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$9,135.26

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	\$9,135.26
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$9,135.26

NOTES:

transfer technology expenditures to General Fund

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	\$238.38
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$238.38

To:

General Fund	7790	101	-000-00-53-00	\$212.64
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	\$25.74
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$238.38

NOTES:

COVID expenses recoded from 101 and 112 to 115- JV 156

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	\$4,800.00
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$4,800.00

To:

General Fund	7790	101	-000-00-53-00	\$4,180.48
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	\$619.52
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$4,800.00

NOTES:

COVID expenses recoded from from other funds- JV 157

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20
PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	\$68.13
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$68.13

To:

General Fund	7790	101	-000-00-53-00	\$68.13
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$68.13

NOTES:

ESSA RECODING- JV 160

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855
Transportation Fund	7790	110	-000-00-61-00-855
Bus Depreciation	7790	111	-000-00-61-00-855
Food Services Fund	7790	112	-000-00-61-00-855
Tuition Fund	7790	113	-000-00-61-00-855
Retirement Fund	7790	114	-000-00-61-00-855
Misc/Federal Fund	7790	115	-000-00-61-00-855
Technology Fund	7790	128	-000-00-61-00-855
Debt Service	7790	150	-000-00-61-00-855
Building Fund	7790	160	-000-00-61-00-855
Building Reserve Fund	7790	161	-000-00-61-00-855
Endowment Fund	7790	181	-000-00-61-00-855
Student Activity Fund	7790	184	-000-00-61-00-855
Claims Clearing	7790	187	-000-00-61-00-855

Total

\$6,093.38

\$6,093.38

To:

General Fund	7790	101	-000-00-53-00
Transportation Fund	7790	110	-000-00-53-00
Bus Depreciation	7790	111	-000-00-53-00
Food Services Fund	7790	112	-000-00-53-00
Tuition Fund	7790	113	-000-00-53-00
Retirement Fund	7790	114	-000-00-53-00
Misc/Federal Fund	7790	115	-000-00-53-00
Compensated Absences Liability Fund	7790	121	-000-00-53-00
Technology Fund	7790	128	-000-00-53-00
Debt Service	7790	150	-000-00-53-00
Building Fund	7790	160	-000-00-53-00
Building Reserve Fund	7790	161	-000-00-53-00
Endowment Fund	7790	181	-000-00-53-00
Student Activity Fund	7790	184	-000-00-53-00
Claims Clearing	7790	187	-000-00-53-00

Total

\$6,093.38

\$6,093.38

NOTES:

food service expenditure transfers- JV 166

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	\$7,000.00
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$7,000.00

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	\$7,000.00
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$7,000.00

NOTES:

TRANSFER TO COMPENSATED ABSENCES FUND

MAX = \$7822.99

JUNE 30 BOARD MINUTES TRANSFER UP TO \$7000

JV-167

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	\$5,998.69
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$5,998.69

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	\$5,998.69
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$5,998.69

NOTES:

TRANSFER TO TRANSPORTATION FUND
SB 2- TRANSPORTATION BLOCK GRANT

[Signature]

JV 1068

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Flexibility Fund	7790	129	-000-00-61-00-855	\$3,094.99
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$3,094.99

To:

General Fund	7790	101	-000-00-53-00	\$3,094.99
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$3,094.99

NOTES:

transfer expenditures from 129 to 101 due to remaining budget authority
JV-169

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

30-Jun-20

PERIOD 13

From:

General Fund	7790	101	-000-00-61-00-855	\$6,189.98
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
Total				\$6,189.98

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Flexibility Fund	7790	129	-000-00-53-00	\$6,189.98
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
Total				\$6,189.98

NOTES:

Expenditure Recoding- JV 169

Extra-Curricular Fund (Activities and Athletics)

FY20

**first year utilizing fund 184 & District collecting athletic fees and paying for tournaments and refs*

	Beginning Balance	Current (FY20)		Ending
	July 1, 2019	Revenues	Expenditures	Balance
Class of 2020	\$0.00	-\$2,966.44	-\$11,767.62	\$8,801.18
Class of 2021	\$0.00	\$2,344.99	\$0.00	\$2,344.99
Class of 2022	\$0.00	\$2,537.28	\$1,234.73	\$1,302.55
Class of 2023	\$0.00	\$1,312.28	\$0.00	\$1,312.28
Class of 2024	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2025	\$0.00	\$0.00	\$0.00	\$0.00
Student Council	\$0.00	\$317.54	\$50.00	\$267.54
Volleyball	\$0.00	\$840.00	\$486.00	\$354.00
Girls Basketball	\$0.00	\$805.00	\$1,085.00	-\$280.00
Boys Basketball	\$0.00	\$875.00	\$1,731.00	-\$856.00
Wrestling	\$0.00	\$525.00	\$169.95	\$355.05
Cheerleading	\$0.00	\$210.00	\$0.00	\$210.00
Track	\$0.00	\$230.00	\$0.00	\$230.00
Athletic Scholarship Fund	\$0.00	\$70.00	\$0.00	\$70.00
TOTALS:	\$0.00	\$7,030.65	-\$7,010.94	\$14,111.59

County Treasurer Balance: \$14,111.59
BMS Balance: \$14,111.59
Spreadsheet Balance: \$14,111.59

as of June 30, 2020

August/September - as of August 17, 2020
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel

Kitchen/Food Service

Connie Evenson

Brooke Savage

Teachers/Aides/Other

Dayna Bergin

Diane Belcourt

April Bettilyon

Cyndee Bishop

Cynthia Corliss

Connie Evenson

Kevin Germann

Mary Jo Haberman

Kimberli Jones

Cheryl Juergens

David Keightley

Spencer Kirkemo

Rebecca Lieurance

Brad Parsch

Teresa Ann Quatraro

Leigh Strohn

Barry Sulam

Debra Tysse

Office/Clerical

Connie Evenson

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

Agenda Item: Non-resident Student Attendance Agreements

Recommended Motion: I move to approve the following three (3) Discretionary Non-resident Student Attendance Agreements for the 2020-2021 school year:

Grade	Status (new student or current student)	Home School District	Tuition
K	New (current family)	Belgrade	\$0
K	New	Bozeman	\$0
6	New (current family)	Monforton	\$0

Superintendent Recommendation:

Approve three(3) attendance agreements for students who reside out-of-district and request enrollment for 2020-2021.

Background:

Gallatin Gateway School Board set the 2020-2021 tuition rate at the April 15, 2020 regular board meeting as follows:

to set the 2020-2021 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.

Attendance agreements for 2020-2021 were sent home with students April 26, 2019. Families were informed that the Gallatin Gateway School Board approves the attendance of out-of-district students at a regularly posted board meeting. Upon the Superintendent's review of applications, using Policy 3141, the Superintendent's recommendation for approval will be made at the **May 20, 2020** and **June 30, 2020** regular Board meetings for currently enrolled students and at the August meeting for any new out-of-district enrollees.

- 22 applications were approved at the May 20, 2020 regular meeting
- 10 applications were approved at the June 30, 2020 regular meeting



SUPERINTENDENT REPORT

Theresa Keel

Supt. Happenings

- Off Contract from July 1-31st
- In July, met with Supts and GCHD (2X), (1) Teacher, PIE, and Building Committee

Strategic Goals

Individual Student Success

- See Proposed Return to School Detail
- Teachers have all physical and electronic access to new Curriculum Materials (6-8 ELA, K-2 Math)
- Purchased clear carrels to facilitate group and one-to-one instruction
- Purchased outdoor desks and canopies to create outdoor classroom spaces to provide "off-mask" time
- Completed purchasing Chromebooks for one-to-one devices K-8 — cart in each classroom

Staff and Volunteers

- Interviewed for paraprofessional positions
- Have three paraprofessional positions still to fill
- Started a list of Volunteers for Specific Purposes to assist in the building
- Met with teachers and staff on 8/5/2020 to get feedback regarding Return to School Detail
- MUST was on Campus for face to face August 13 for anyone Staff insurance information
- Attended PIE Meeting, discussed online school supplies, fundraisers, and Open House
- Looking for volunteers to complete electronic classroom inventories (after school)

Facilities

- Building Committee has met twice, and are prepared to move toward the Community Meeting on August 25th
- Puritan has been working diligently in the building to get it clean before school starts
- Purchased Air Scrubbers to clean the air in the classrooms
- Developed Summer Maintenance Plan, currently being done
- Plexiglass protection installed for Office
- Electronic Inventory of classrooms started, electronic technology inventory complete.





SUPERINTENDENT REPORT

Theresa Keel

Supt. Happenings Cont.

- "Attended" 1 SpEd Coop meetings
- Participated in Excess Sale and Community Clean Up Day

Leadership, Communication, Collaboration

- Community Survey and Super Discuss and Cuss on Return to School
- Sent out Draft Handbooks to parents for feedback
- Submitted grant for Coronavirus Relief Fund
- Submitted FEMA's Public Assistance

Grant

Safety

- MBI Team to make expectation videos August 20 to show kids new COVID-19 expectations
- Purchased health safety supplies for all classrooms (non-contact thermometer, cough drops, band aids, distancing markers, masks, face shields, etc).
- Changing parking to reduce exhaust fumes in the North Side Classrooms.



#GGSGators



Enrollment Summary				
Grade	Total	Boys	Girls	OD
K	18	12	6	7
1	13	7	6	4
2	13	6	7	3
3	17	11	6	4
4	19	10	9	4
5	15	10	5	2
6	19	12	7	6
7	20	10	10	3
8	21	9	12	3
Total:	155	87	68	36
Enrollment as		8/12/2020		

SCHOOL FINANCE & OPERATIONS

1. FY20 TFS & FY21 Budget Report submitted to OPI.
2. FY21 REAP Funds Awarded: \$16,656
3. Compensated Absences FY20 Fund Transfer: \$7,000
4. Multidistrict Fund FY20 Transfer: \$11,000
5. FY21 Estimated Title 1 Funds: \$36,388
6. Governor's Coronavirus Relief Funds: \$73,248
7. Area Clerk's Meeting- July 31st
8. Excess Sale- August 14- approx. \$580 donated
9. Pcard Rebate: \$2,902.72

FACILITIES & GROUNDS

1. PlexiGlass Windows installed at front office by CS Structures
2. French Drain cleanout by Scenic City Pumping
3. Lighting LED Upgrade to marquee
4. Bus Shed exterior repaired and painted
5. Gym Floor Refinish scheduled for Aug. 28
6. Tree/Bush trimming- August 18
7. Community Beautification Day- August 15
8. French drain near music room repaired by Hargrove Concrete
9. Parking lot and playground swept and striped
10. Building Committee Meetings: July 30 & August 18
11. Irrigation Repairs

TRANSPORTATION

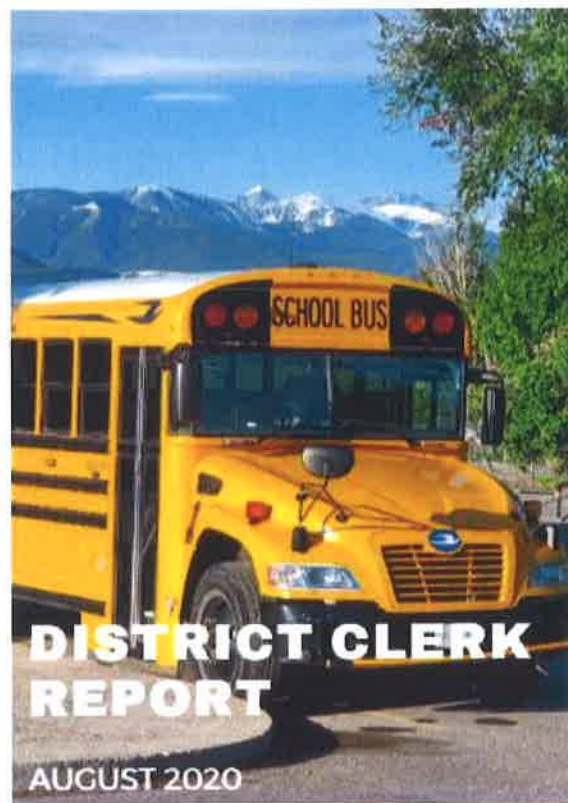
1. Annual maintenance completed
2. GYG leased one bus for summer camp

FOOD SERVICE

1. Currently making plans to align with reopening plan
2. Currently advertising for an Assistant Cook
3. Kitchen hood scheduled to be cleaned Aug. 19
4. Pandemic Electronic Benefit Transfer (P-EBT)

ADULT EDUCATION

1. Currently making plans for virtual adult education courses for the Fall



DISTRICT CLERK REPORT

AUGUST 2020

BOARD TRAINING

1. Lead & Learn Series on MTSBA website- recordings
2. Board Orientation & Training- August 24 at 3pm via Zoom with MTSBA

IMPORTANT DATES:

August 24-28- PIR Days

August 24- Board Orientation & Training at 3pm via Zoom

August 25- Building Committee- Community Listening Session- TBD

August 27- Open House- TBD

August 31- First day of School (1-8)

September 1- First day of School (K)

September 4- Agenda Setting Meeting @ 10am

September 7- No School- Labor Day

September 16- Regular Meeting @ 6pm

Agenda Item: 2020-21 BUDGET ADOPTION- ALL BUDGETED FUNDS

Recommended Motion:

To adopt the final budget amounts for all budgeted funds as noted above for FY2020-21 and approve the FY2021 Budget Report as prepared in MAEFAIRS.

The following final budget amounts are recommended for adoption.

Fund Name:	Fund #	Final Budget
General	101	\$1,364,102.30
Transportation	110	\$117,500.00
Bus Depreciation	111	\$65,801.55
Tuition	113	\$14,402.04
Retirement	114	\$192,500.00
Adult Education	117	\$27,500.00
Technology	128	\$19,637.38
Flexibility	129	\$11,268.79
Debt Service	150	\$124,480.00
Building Reserve	161	\$168,817.93

Total mills for all budgeted funds FY21: 123.18

Total mills for all budgeted funds FY20: 123.18

Total mills for all budgeted funds FY19: 127.38

Total mills for all budgeted funds FY18: 127.34

Total mills for all budgeted funds FY17: 131.45

Total mills for all budgeted funds FY16: 135.84

If the proposed budget is adopted by the Board the Gallatin Gateway School District taxpayers will not experience a tax increase this year at the elementary school level.

The changes in the number of mills can be attributed to the following:

1. The change in the taxable value (as taxable value increases the number of mills decrease)
 - a. FY16 = 4,963,405
 - b. FY17 = 5,299,510
 - c. FY18 = 6,183,214
 - d. FY19 = 6,206,293
 - e. FY20= 6,993,269
 - f. FY21= 7,124,199
2. The increase/decrease of the adopted/proposed budget for the particular fund

Please note: At this time, the board is adopting the overall budget authority for all of the budgeted funds based on the recommendation of the Superintendent and District. Later, the Board will adopt a final line-item budget for General Fund (101) and all other budgeted funds.



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Due Date:

Board of Trustees transmits to County Supt. not later than August 15th (MCA 20-9-213)

County Supt. transmits to the Office of Public Instruction no later than September 15th. (MCA 20-3-209)

This report is the school district's official submission of annual financial information to the county superintendent and state superintendent under section 20-9-213, MCA.

- Trustees are responsible for ensuring the accuracy and prompt submission of this report.
- Subsequent amendments to this report made by the clerk of the district as a result of the desk audit process are considered officially made on behalf of the trustees.
- Amendments initiated by OPI to correct coding or to comply with GAAP as a result of the desk audit process and which are communicated in writing to the clerk will be assumed to be accepted by the trustees unless the district notifies OPI in writing of their objection by December 10.
- This report and any amendments initiated by the district through December 10 are binding for use in determining various allocations of state and federal grants and in monitoring maintenance of effort for state and federal programs.

Certification

Business Manager/Clerk:

Carrie Fisher

Phone #:

(406) 763-4415

Carrie Fisher

(Signature)

8/19/2020

(Date)

Chair, Board of Trustees:

Aaron Schwieterman

Aaron Schwieterman

(Signature)

8/19/2020

(Date)

County Superintendent

Matthew Henry

Matthew Henry

(Signature)

9/4/20

(Date)

Software

Accounting Package:

Black Mountain

For FY20 did the district employ a certified special education director?

No

As reported through TEAMS - Terms of Employment, the district does not employ a certified special education director meeting the requirements of having a class III Administrator's certificate with a principal's endorsement or a supervisor's endorsement in special education. Administrative rules provide expenditures coded to program 280, function 24XX and Object 1XX and 2XX in Funds 01, 13, 24, 25, or 26 to be included in the calculation of reversion and disproportionate costs only if the district employs a certified special education director.

Electronic filers are not required to send the cover page to OPI.

Facilities Condition Inventory Report Certification:

I certify, the FCI has been updated this fiscal year: Date of FCI Certification 06/30/2020



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Project Reporter Codes

PRC	Title	Program Type	Project Number	CFDA#
102	DONATION- CHRISTMAS GIVING	LOCAL	102	
103	Breakfast EXPANSION- YELLOWSTONE CLUB	LOCAL	103	
105	1ST GRADE BLESSING BAGS	LOCAL	105	
106	ART ROOM RENOVATION DONATIONS	LOCAL	106	
107	DONATIONS- MISSOULA CHILDREN'S THEATER	LOCAL	107	
110	MAC- Medicaid	STATE	110	State
112	SNACK CART	LOCAL	112	
115	EXXON MOBIL GRANT	LOCAL	115	
116	SALESVILLE MERCHANTILE	LOCAL	116	
130	TEXTBOOK DONATIONS	LOCAL	130	
137	ART	LOCAL	137	
145	MISCELLANEOUS	LOCAL	145	
148	GREEN HOUSE	LOCAL	148	
149	FACILITY RENTAL	LOCAL	149	
154	ONE CLASS AT A TIME- HETHERINGTON (MS)	LOCAL	154	
155	ASTHMA GRANT	LOCAL	155	
156	ONE CLASS AT A TIME- MATTHEWS	LOCAL	156	
157	ONE CLASS AT A TIME- RUBIO	LOCAL	157	
158	ONE CLASS AT TIME- KROB	LOCAL	158	
159	One Class at a Time- Alix Davis	LOCAL	159	
160	LIBRARY	LOCAL	160	
162	FSA EXCESS FUNDS	LOCAL	162	
166	NURSE	LOCAL	166	
167	Math/SCIENCE DONATION	LOCAL	167	
168	KINDERGARTEN DONATION	LOCAL	168	
169	PCARD REBATE	LOCAL	169	
170	Tech Donations	LOCAL	170	
171	DONATION- MEEA GRANT- DAVIS	LOCAL	171	
172	DONATION- MADELINE MUELLER- SCHOOL CULTURE	LOCAL	172	
193	MUSIC	LOCAL	193	
194	MUSIC-BAND	LOCAL	194	



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Project Reporter Codes

PRC	Title	Program Type	Project Number	CFDA#
195	BOOK FAIR- LIBRARY	LOCAL	195	
198	CARES - Governor's Coronavirus Relief Fund, Per-ANB	FEDERAL		21.019
199	CARES - State School Emergency Relief Fund	FEDERAL	199	84.425D
201	Counseling Donations	LOCAL	201	
202	AfterSchool Program- Later Gators	LOCAL	202	
204	LATER GATOR- CHROMEBOOK DONATIONS	LOCAL	204	
207	EXCESS SALE PROCEEDS	LOCAL	207	
425	Title I, Part A, Improving Basic Programs	FEDERAL		84.010
426	Title V, Part B, Subpart 1, Small Rural Schools (SRS)	FEDERAL		84.358A
427	Title I, Part A, Improving Basic Programs	FEDERAL	427	84.010
428	Title V, Part B, Subpart 1, Small Rural Schools (SRS)	FEDERAL	428	84.358A
465	SMARTER LUNCHROOM GRANT	STATE	465	DP13-13
611	BUILDING RESERVE- Safety Transfer	LOCAL	611	
612	BUILDING RESERVE- Voted Levy	LOCAL	612	
613	BUILDING RESERVE- PERMISSIVE LEVY	LOCAL	613	
614	BUILDING RESERVE- Transition Levy	LOCAL	614	
650	ADULT ED.	LOCAL	650	
666	School SECURITY TRANSFER	LOCAL	666	
667	School SECURITY TRANSFER (FY18)	LOCAL	667	
680	BUILDING RESERVE LEVY	LOCAL	680	
710	Field Trips	LOCAL	710	
711	DC Field Trip- 8th grade	LOCAL	711	



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

	General Fund	Transportation Fund	Bus Depreciation Fund	School Food Services Fund
	(01)	(10)	(11)	(12)
ASSETS, LIABILITIES, AND FUND BALANCE				
ASSETS AND OTHER DEBITS				
01 Cash & Investments (101-119) Less Warrants Payable (620)	169,769.62	30,200.59	36,154.38	2,525.74
02 Taxes Receivable - Real and Personal (120-149)	22,523.06	3,649.39	1,270.89	
03 Taxes Receivable - Protested (150-159)				
04 Receivables from Other Funds (160-179)				
05 Due From Other Governments (180)				
06 Other Current Assets (190-210)				
07 Inventories (220 & 230)				
08 Prepaid Expenses (240)				
09 Deposits (250)				
20 TOTAL ASSETS AND OTHER DEBITS	192,292.68	33,849.98	37,425.27	2,525.74
DEFERRED OUTFLOWS				
21 Deferred Outflows (501)				
LIABILITIES				
22 Payable to Other Funds (601-606)				
23 Due to Other Governments (611)				
25 Other Current Liabilities (621-679)	20.27			
27 Other Liabilities (690 - 699)				
35 TOTAL LIABILITIES	20.27			
DEFERRED INFLOWS				
36 Deferred Inflows (680)	22,523.06	3,649.39	1,270.89	
FUND BALANCE/EQUITY				
37 Reserve for Inventories (951)				
38 Reserve for Encumbrances (953)	33,119.70			
46 Non-Materialized ANB - Excess Levy				
47 TIF Fund Balance For Budget				
48 Fund Balance for Budget	136,629.65	30,200.59	36,154.38	2,525.74
52 TOTAL FUND BALANCE/EQUITY	169,749.35	30,200.59	36,154.38	2,525.74
53 TOTAL LIABILITIES AND FUND BALANCE	192,292.68	33,849.98	37,425.27	2,525.74



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Tuition Fund	Retirement Fund	Miscellaneous Programs Fund	Adult Education Fund
		(13)	(14)	(15)	(17)
ASSETS, LIABILITIES, AND FUND BALANCE					
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)	2,835.64	55,286.92	260.18	8,210.93
02	Taxes Receivable - Real and Personal (120-149)	380.07			415.40
03	Taxes Receivable - Protested (150-159)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)			31,461.36	
06	Other Current Assets (190-210)				
07	Inventories (220 & 230)				
08	Prepaid Expenses (240)				
09	Deposits (250)				
20	TOTAL ASSETS AND OTHER DEBITS	3,215.71	55,286.92	31,721.54	8,626.33
DEFERRED OUTFLOWS					
21	Deferred Outflows (501)				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)			92.93	
25	Other Current Liabilities (621-679)				
27	Other Liabilities (690 - 699)				
35	TOTAL LIABILITIES			92.93	
DEFERRED INFLOWS					
36	Deferred Inflows (680)	380.07			415.40
FUND BALANCE/EQUITY					
37	Reserve for Inventories (951)				
38	Reserve for Encumbrances (953)			1,220.00	
48	Fund Balance for Budget	2,835.64	55,286.92	30,408.61	8,210.93
52	TOTAL FUND BALANCE/EQUITY	2,835.64	55,286.92	31,628.61	8,210.93
53	TOTAL LIABILITIES AND FUND BALANCE	3,215.71	55,286.92	31,721.54	8,626.33



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

	Traffic Education Fund	Non-Operating Fund	Lease-Rental Fund	Compensated Absence Fund
ASSETS, LIABILITIES, AND FUND BALANCE	(18)	(19)	(20)	(21)
ASSETS AND OTHER DEBITS				
01 Cash & Investments (101-119) Less Warrants Payable (620)				7,222.15
02 Taxes Receivable - Real and Personal (120-149)				
03 Taxes Receivable - Protested (150-159)				
04 Receivables from Other Funds (160-179)				
05 Due From Other Governments (180)				
06 Other Current Assets (190-210)				
07 Inventories (220 & 230)				
08 Prepaid Expenses (240)				
09 Deposits (250)				
20 TOTAL ASSETS AND OTHER DEBITS				7,222.15
DEFERRED OUTFLOWS				
21 Deferred Outflows (501)				
LIABILITIES				
22 Payable to Other Funds (601-606)				
23 Due to Other Governments (611)				
25 Other Current Liabilities (621-679)				
27 Other Liabilities (690 - 699)				
35 TOTAL LIABILITIES				
DEFERRED INFLOWS				
36 Deferred Inflows (680)				
FUND BALANCE/EQUITY				
37 Reserve for Inventories (951)				
38 Reserve for Encumbrances (953)				
48 Fund Balance for Budget				7,222.15
52 TOTAL FUND BALANCE/EQUITY				7,222.15
53 TOTAL LIABILITIES AND FUND BALANCE				7,222.15



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Metal Mines Tax Reserve Fund	State Mining Impact Fund	Impact Aid Fund	Litigation Reserve Fund
ASSETS, LIABILITIES, AND FUND BALANCE		(24)	(25)	(26)	(27)
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
07	Inventories (220 & 230)				
08	Prepaid Expenses (240)				
09	Deposits (250)				
20	TOTAL ASSETS AND OTHER DEBITS				
DEFERRED OUTFLOWS					
21	Deferred Outflows (501)				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
25	Other Current Liabilities (621-679)				
27	Other Liabilities (690 - 699)				
35	TOTAL LIABILITIES				
DEFERRED INFLOWS					
36	Deferred Inflows (680)				
FUND BALANCE/EQUITY					
37	Reserve for Inventories (951)				
38	Reserve for Encumbrances (953)				
48	Fund Balance for Budget				
52	TOTAL FUND BALANCE/EQUITY				
53	TOTAL LIABILITIES AND FUND BALANCE				



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Technology Fund	Flexibility Fund	Permanent Endowment Fund	Debt Service Fund
		(28)	(29)	(45)	(50)
ASSETS, LIABILITIES, AND FUND BALANCE					
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)	498.23	11,268.79		(334.38)
02	Taxes Receivable - Real and Personal (120-149)	825.69			5,414.97
03	Taxes Receivable - Protested (150-159)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
07	Inventories (220 & 230)				
08	Prepaid Expenses (240)				
09	Deposits (250)				
20	TOTAL ASSETS AND OTHER DEBITS	1,323.92	11,268.79		5,080.59
DEFERRED OUTFLOWS					
21	Deferred Outflows (501)				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
25	Other Current Liabilities (621-679)				
27	Other Liabilities (690 - 699)				
35	TOTAL LIABILITIES				
DEFERRED INFLOWS					
36	Deferred Inflows (680)	825.69			5,414.97
FUND BALANCE/EQUITY					
37	Reserve for Inventories (951)				
38	Reserve for Encumbrances (953)				
39	Reserve for Endowments (954)				
47	TIF Fund Balance For Budget				
48	Fund Balance for Budget	498.23	11,268.79		(334.38)
52	TOTAL FUND BALANCE/EQUITY	498.23	11,268.79		(334.38)
53	TOTAL LIABILITIES AND FUND BALANCE	1,323.92	11,268.79		5,080.59



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Building Fund	Building Reserve Fund	Day Care Enterprise Fund	Industrial Arts Fund
		(60)	(61)	(70)	(71)
ASSETS, LIABILITIES, AND FUND BALANCE					
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)	2,149.03	104,805.96		
02	Taxes Receivable - Real and Personal (120-149)		2,421.28		
03	Taxes Receivable - Protested (150-159)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
07	Inventories (220 & 230)				
08	Prepaid Expenses (240)				
09	Deposits (250)				
10	Land and Land Improvements (311-322)				
11	Buildings and Building Improvements (331 & 332)				
12	Machinery and Equipment (341 & 342)				
13	Construction Work in Progress (351)				
20	TOTAL ASSETS AND OTHER DEBITS	2,149.03	107,227.24		
DEFERRED OUTFLOWS					
21	Deferred Outflows (501)				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
25	Other Current Liabilities (621-679)				
27	Other Liabilities (690 - 699)				
29	Notes Payable - Noncurrent (720)				
30	Lease Obligations Payable (730)				
32	Compensated Absences Payable (760)				
33	Net Pension Liability (770)				
35	TOTAL LIABILITIES				
DEFERRED INFLOWS					
36	Deferred Inflows (680)		2,421.28		
FUND BALANCE/EQUITY					
37	Reserve for Inventories (951)				
38	Reserve for Encumbrances (953)		3,088.03		
41	Unrestricted Net Assets (940)				
47	TIF Fund Balance For Budget				
48	Fund Balance for Budget	2,149.03	101,717.93		
50	Invested in Capital Assets, Net of Related Debt				
52	TOTAL FUND BALANCE/EQUITY	2,149.03	104,805.96		
53	TOTAL LIABILITIES AND FUND BALANCE	2,149.03	107,227.24		



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

	Miscellaneous Enterprise Fund	Data Processing Internal Service Fund	Purchasing Internal Service Fund	Central Transportation Internal Service Fund
ASSETS, LIABILITIES, AND FUND BALANCE	(72)	(73)	(74)	(75)
ASSETS AND OTHER DEBITS				
01 Cash & Investments (101-119) Less Warrants Payable (620)				
04 Receivables from Other Funds (160-179)				
05 Due From Other Governments (180)				
06 Other Current Assets (190-210)				
07 Inventories (220 & 230)				
08 Prepaid Expenses (240)				
09 Deposits (250)				
10 Land and Land Improvements (311-322)				
11 Buildings and Building Improvements (331 & 332)				
12 Machinery and Equipment (341 & 342)				
13 Construction Work in Progress (351)				
20 TOTAL ASSETS AND OTHER DEBITS				
DEFERRED OUTFLOWS				
21 Deferred Outflows (501)				
LIABILITIES				
22 Payable to Other Funds (601-606)				
23 Due to Other Governments (611)				
25 Other Current Liabilities (621-679)				
27 Other Liabilities (690 - 699)				
29 Notes Payable - Noncurrent (720)				
30 Lease Obligations Payable (730)				
32 Compensated Absences Payable (760)				
33 Net Pension Liability (770)				
35 TOTAL LIABILITIES				
DEFERRED INFLOWS				
36 Deferred Inflows (680)				
FUND BALANCE/EQUITY				
38 Reserve for Encumbrances (953)				
41 Unrestricted Net Assets (940)				
50 Invested in Capital Assets, Net of Related Debt				
52 TOTAL FUND BALANCE/EQUITY				
53 TOTAL LIABILITIES AND FUND BALANCE				



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Instructional Materials Ctr Internal Service Fund	Miscellaneous Internal Service Fund	Self Insurance Fund - Health	Self Insurance Fund - Liability
ASSETS, LIABILITIES, AND FUND BALANCE		(76)	(77)	(78)	(79)
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
07	Inventories (220 & 230)				
08	Prepaid Expenses (240)				
09	Deposits (250)				
10	Land and Land Improvements (311-322)				
11	Buildings and Building Improvements (331 & 332)				
12	Machinery and Equipment (341 & 342)				
13	Construction Work in Progress (351)				
20	TOTAL ASSETS AND OTHER DEBITS				
DEFERRED OUTFLOWS					
21	Deferred Outflows (501)				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
25	Other Current Liabilities (621-679)				
27	Other Liabilities (690 - 699)				
29	Notes Payable - Noncurrent (720)				
30	Lease Obligations Payable (730)				
32	Compensated Absences Payable (760)				
33	Net Pension Liability (770)				
35	TOTAL LIABILITIES				
DEFERRED INFLOWS					
36	Deferred Inflows (680)				
FUND BALANCE/EQUITY					
38	Reserve for Encumbrances (953)				
39	Reserve for Endowments (954)				
41	Unrestricted Net Assets (940)				
48	Fund Balance for Budget				
50	Invested in Capital Assets, Net of Related Debt				
52	TOTAL FUND BALANCE/EQUITY				
53	TOTAL LIABILITIES AND FUND BALANCE				



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Private Purpose Trust (spend interest only)	Interlocal Agreement Fund	Student Extracurricular Activities Fund	Private Purpose Trust (spend principal & interest)
ASSETS, LIABILITIES, AND FUND BALANCE		(81)	(82)	(84)	(85)
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)	1,516.30		14,111.59	
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
07	Inventories (220 & 230)				
08	Prepaid Expenses (240)				
09	Deposits (250)				
20	TOTAL ASSETS AND OTHER DEBITS	1,516.30		14,111.59	
DEFERRED OUTFLOWS					
21	Deferred Outflows (501)				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
25	Other Current Liabilities (621-679)				
27	Other Liabilities (690 - 699)				
35	TOTAL LIABILITIES				
DEFERRED INFLOWS					
36	Deferred Inflows (680)				
FUND BALANCE/EQUITY					
37	Reserve for Inventories (951)				
38	Reserve for Encumbrances (953)				
39	Reserve for Endowments (954)				
45	Assets Held in Trusts	1,516.30		14,111.59	
52	TOTAL FUND BALANCE/EQUITY	1,516.30		14,111.59	
53	TOTAL LIABILITIES AND FUND BALANCE	1,516.30		14,111.59	



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Payroll Fund	Claims Fund	Investment Earnings Clearing Fund	Retirement/COBRA Insurance Fund
		(86)	(87)	(88)	(89)
ASSETS, LIABILITIES, AND FUND BALANCE					
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)	62,065.61	44,728.75		
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
20	TOTAL ASSETS AND OTHER DEBITS	62,065.61	44,728.75		
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
24	Warrants Payable (620)	31,291.93	44,728.75		
25	Other Current Liabilities (621-679)	30,773.68			
35	TOTAL LIABILITIES	62,065.61	44,728.75		
FUND BALANCE/EQUITY					
52	TOTAL FUND BALANCE/EQUITY				
53	TOTAL LIABILITIES AND FUND BALANCE	62,065.61	44,728.75		



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Custodial Fund - A	Custodial Fund - B	Custodial Fund - C	Custodial Fund - D
		(90)	(91)	(92)	(93)
ASSETS, LIABILITIES, AND FUND BALANCE					
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
20	TOTAL ASSETS AND OTHER DEBITS				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
24	Warrants Payable (620)				
25	Other Current Liabilities (621-679)				
35	TOTAL LIABILITIES				
FUND BALANCE/EQUITY					
52	TOTAL FUND BALANCE/EQUITY				
53	TOTAL LIABILITIES AND FUND BALANCE				



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Balance Sheet

		Custodial Fund - E	Cafeteria/Flex Plan Fund		
ASSETS, LIABILITIES, AND FUND BALANCE		(94)	(95)		
ASSETS AND OTHER DEBITS					
01	Cash & Investments (101-119) Less Warrants Payable (620)				
04	Receivables from Other Funds (160-179)				
05	Due From Other Governments (180)				
06	Other Current Assets (190-210)				
20	TOTAL ASSETS AND OTHER DEBITS				
LIABILITIES					
22	Payable to Other Funds (601-606)				
23	Due to Other Governments (611)				
24	Warrants Payable (620)				
25	Other Current Liabilities (621-679)				
35	TOTAL LIABILITIES				
FUND BALANCE/EQUITY					
52	TOTAL FUND BALANCE/EQUITY				
53	TOTAL LIABILITIES AND FUND BALANCE				



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

01 - General Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 01

PRC	Revenue	2019 Value	2020 Value
1111	District Levy - Real Property	490,590.05	514,419.87
1112	District Levy - Personal Property	2,873.49	2,949.54
1114	District Levy - Pers Prop/Mobile Homes	2,823.58	0.00
1114	District Levy - Personal Property/Mobile Homes	0.00	2,911.92
1190	Penalties and Interest on Taxes	612.31	1,239.92
1510	Interest Earnings	4,087.99	4,092.74
3110	Direct State Aid	496,734.12	524,109.51
3111	Quality Educator	43,333.73	45,371.85
3112	At Risk Student	3,207.06	2,879.24
3113	Indian Education For All	3,590.40	3,755.16
3114	American Indian Achievement Gap	642.00	648.00
3115	State Spec Ed Allowable Cost Pymt to Districts	24,844.05	0.00
3115	State Special Education Allowable Cost Payment to Districts	0.00	29,762.41
3116	Data For Achievement	0.00	3,596.13
3120	State - Guaranteed Tax Base Aid	142,400.44	157,886.82
6100	Material Prior Period Revenue Adjustments	4,741.71	34.64
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		1,220,480.93	1,293,657.75

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 01

PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
		1XXX Instruction			
			1XX Personal Services - Salaries	539,068.25	551,952.54
			2XX Personal Services - Employee Benefits	75,712.18	89,465.25
			3XX Purchased Professional and Technical Services	4,575.00	200.00
			5XX Other Purchased Services	5,768.96	0.00
			6XX Supplies and Materials	37,739.34	49,163.38
			810 Dues and Fees	359.00	738.91
		21XX Support Services - Students			
			1XX Personal Services - Salaries	42,253.69	45,935.46
			2XX Personal Services - Employee Benefits	6,243.90	6,420.51
			3XX Purchased Professional and Technical Services	292.50	431.25
			5XX Other Purchased Services	701.94	0.00
			6XX Supplies and Materials	1,839.83	5,943.85
			810 Dues and Fees	0.00	69.00
		221X Improvement of Instruction Services			
			5XX Other Purchased Services	0.00	1,225.00
			810 Dues and Fees	0.00	3,750.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 01

PRC	Program	Function	Object	2019 Value	2020 Value
		222X Educational Media Services			
		1XX Personal Services - Salaries		22,248.00	23,861.01
		2XX Personal Services - Employee Benefits		3,608.91	3,683.28
		6XX Supplies and Materials		5,279.54	6,622.78
		23XX Support Services - General Administration			
		1XX Personal Services - Salaries		0.00	94,072.94
		2XX Personal Services - Employee Benefits		0.00	11,280.50
		3XX Purchased Professional and Technical Services		13,661.53	20,852.06
		5XX Other Purchased Services		16,049.00	17,898.01
		6XX Supplies and Materials		1,442.12	3,641.02
		810 Dues and Fees		4,653.95	6,845.81
		24XX Support Services - School Administration			
		1XX Personal Services - Salaries		103,018.52	0.00
		2XX Personal Services - Employee Benefits		10,963.38	0.00
		3XX Purchased Professional and Technical Services		1,075.00	0.00
		5XX Other Purchased Services		3,178.54	0.00
		6XX Supplies and Materials		2,332.41	0.00
		7XX Property and Equipment Acquisition		1,300.14	0.00
		810 Dues and Fees		575.00	0.00
		25XX Support Services - Business			
		1XX Personal Services - Salaries		42,779.31	51,967.17
		2XX Personal Services - Employee Benefits		964.20	1,574.08
		3XX Purchased Professional and Technical Services		1,450.00	500.00
		5XX Other Purchased Services		1,539.49	6,744.51
		6XX Supplies and Materials		11,102.93	9,753.27
		810 Dues and Fees		1,894.67	284.37
		26XX Operation and Maintenance of Plant Services			
		1XX Personal Services - Salaries		3,606.00	5,453.00
		2XX Personal Services - Employee Benefits		18.12	26.00
		4XX Purchased Property Services		98,842.33	115,113.78
		5XX Other Purchased Services		13,910.10	11,328.53
		6XX Supplies and Materials		5,007.43	17,474.24
		810 Dues and Fees		704.00	580.00
		27XX Student Transportation Services			
		1XX Personal Services - Salaries		8,100.00	0.00
		4XX Purchased Property Services		128.45	0.00
		6XX Supplies and Materials		55.90	0.00
	280 Special Education - Local and State				
	1XXX Instruction				
		1XX Personal Services - Salaries		55,569.01	48,852.77
		2XX Personal Services - Employee Benefits		7,820.12	8,001.03
		5XX Other Purchased Services		426.78	150.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 01
PRC	Program	Function	Object	2019 Value	2020 Value
			6XX Supplies and Materials	1,048.58	2,566.74
		24XX Support Services - School Administration			
		1XX Personal Services - Salaries		2,832.09	0.00
		2XX Personal Services - Employee Benefits		205.98	0.00
		62XX Resources Transferred to Other School Districts or Cooperatives			
		920 Resources Transferred to Other School Districts or Cooperatives		2,667.00	2,834.00
365	Indian Education for All				
	1XXX Instruction				
		6XX Supplies and Materials		945.00	0.00
	222X Educational Media Services				
		6XX Supplies and Materials		325.50	490.27
710	School Sponsored Extracurricular Activities				
	34XX Extracurricular - Activities				
		1XX Personal Services - Salaries		3,825.00	2,520.00
		2XX Personal Services - Employee Benefits		226.78	240.22
		3XX Purchased Professional and Technical Services		0.00	550.00
		5XX Other Purchased Services		104.98	155.54
		810 Dues and Fees		0.00	325.00
720	School Sponsored Athletics				
	35XX Extracurricular - Athletics				
		1XX Personal Services - Salaries		12,479.07	12,500.00
		2XX Personal Services - Employee Benefits		208.28	38.18
		5XX Other Purchased Services		694.16	125.00
		6XX Supplies and Materials		30.49	0.00
910	Food Services				
	31XX Food Services				
		1XX Personal Services - Salaries		11,103.90	2,684.27
		2XX Personal Services - Employee Benefits		920.02	707.68
		4XX Purchased Property Services		0.00	85.00
		5XX Other Purchased Services		270.00	0.00
		6XX Supplies and Materials		14,141.64	7,849.15
		810 Dues and Fees		160.72	201.00
997	Transfers for Transportation Levy Requirements				
	61XX Operating Transfers to Other Funds				
		913 Transfers for Transportation Levy Requirements		0.00	5,998.69
999	Undistributed				
	61XX Operating Transfers to Other Funds				
		910 Operating Transfers to Other Funds		0.00	7,000.00
	62XX Resources Transferred to Other School Districts or Cooperatives				
		920 Resources Transferred to Other School Districts or Cooperatives		14,000.00	11,000.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 01	
PRC	Program	Function	Object		2019 Value	2020 Value
145	MISCELLANEOUS					
	1XX	Regular Education Programs - Elementary/Secondary				
		21XX	Support Services - Students			
			6XX	Supplies and Materials	35.00	0.00
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					1,224,083.66	1,279,726.05

Schedule Of Changes Worksheet					Fund Code 01	
Beginning Fund Balance					138,565.60	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					1,293,657.75	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					1,279,726.05	(3)
Increase/Decrease of Reserve for Inventories						
This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
This Year	33,119.70	Less Last Year	15,867.65	(4b)	17,252.05	
					17,252.05	(4)
Ending Fund Balance (1 + 2 - 3 + 4)					169,749.35	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

10 - Transportation Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

		Fund Code 10	
PRC	Revenue	2019 Value	2020 Value
1111	District Levy - Real Property	66,930.20	86,081.21
1112	District Levy - Personal Property	388.12	473.49
1114	District Levy - Pers Prop/Mobile Homes	374.47	0.00
1114	District Levy - Personal Property/Mobile Homes	0.00	456.68
1190	Penalties and Interest on Taxes	77.70	189.98
1410	Individual Transportation Fees	2,355.00	1,649.54
1510	Interest Earnings	193.76	230.81
1920	Contributions/Donations from Private Sources	146.33	0.00
2220	County On-Schedule Trans Reimb	9,560.67	0.00
2220	County On-Schedule Transportation Reimbursement	0.00	9,120.75
3210	State - On-Schedule Transportation Reimbursement	0.00	9,120.77
3210	State On-Schedule Trans Reimb	8,307.39	0.00
5303	Transfers for Transportation Levy Requirements	1,253.28	5,998.69
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		89,586.92	113,321.92

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

				Fund Code 10	
PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
		23XX Support Services - General Administration			
		1XX	Personal Services - Salaries	0.00	21,689.01
		2XX	Personal Services - Employee Benefits	0.00	2,422.38
		5XX	Other Purchased Services	1,820.20	2,017.17
		6XX	Supplies and Materials	45.00	0.00
		24XX Support Services - School Administration			
		5XX	Other Purchased Services	40.25	0.00
		25XX Support Services - Business			
		1XX	Personal Services - Salaries	14,259.79	23,079.26
		2XX	Personal Services - Employee Benefits	321.40	722.36
		810	Dues and Fees	0.00	20.60
		26XX Operation and Maintenance of Plant Services			
		3XX	Purchased Professional and Technical Services	0.00	55.00
		4XX	Purchased Property Services	12,257.35	12,887.33
		27XX Student Transportation Services			
		1XX	Personal Services - Salaries	47,475.20	25,822.55
		2XX	Personal Services - Employee Benefits	4,491.47	1,203.55
		3XX	Purchased Professional and Technical Services	140.00	0.00
		4XX	Purchased Property Services	5,479.65	1,640.23
		5XX	Other Purchased Services	6,483.45	5,049.47



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 10	
PRC	Program	Function	Object	2019 Value	2020 Value	
			6XX Supplies and Materials	6,133.75	4,120.02	
			810 Dues and Fees	100.00	174.94	
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				99,047.51	100,903.87	

Schedule Of Changes Worksheet						Fund Code 10	
Beginning Fund Balance						17,782.54	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In						113,321.92	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out						100,903.87	(3)
Increase/Decrease of Reserve for Inventories							
	This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances							
	This Year	0.00	Less Last Year	0.00	(4b)	0.00	
						0.00	(4)
Ending Fund Balance (1 + 2 - 3 + 4)						30,200.59	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

11 - Bus Depreciation Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 11

PRC	Revenue	2019 Value	2020 Value
	1111 District Levy - Real Property	24,513.33	28,989.72
	1112 District Levy - Personal Property	143.31	162.07
	1114 District Levy - Pers Prop/Mobile Homes	141.18	0.00
	1114 District Levy - Personal Property/Mobile Homes	0.00	158.26
	1190 Penalties and Interest on Taxes	30.30	66.35
	1510 Interest Earnings	1,183.36	375.85
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		26,011.48	29,752.25

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 11

PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
		27XX Student Transportation Services			
			7XX Property and Equipment Acquisition	0.00	80,810.87
	997 Transfers for Transportation Levy Requirements				
		61XX Operating Transfers to Other Funds			
			913 Transfers for Transportation Levy Requirements	1,253.28	0.00
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				1,253.28	80,810.87

Schedule Of Changes Worksheet

Fund Code 11

Beginning Fund Balance	87,213.00	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In	29,752.25	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out	80,810.87	(3)
Increase/Decrease of Reserve for Inventories		
This Year	0.00	
Less Last Year	0.00	(4a)
Increase/Decrease of Reserve for Encumbrances		
This Year	0.00	
Less Last Year	0.00	(4b)
	0.00	(4)
Ending Fund Balance (1 + 2 - 3 + 4)	36,154.38	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

12 - School Food Services Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 12

PRC	Revenue	2019 Value	2020 Value
	1510 Interest Earnings	92.53	16.81
	1621 Lunch Sales	70,475.01	56,709.34
	3220 State - School Nutrition Match	0.00	0.00
	3220 State Food Services Match	177.73	0.00
	4550 Federal Child Nutrition	30,256.77	0.00
	4550 Federal School Nutrition Reimbursement	0.00	41,459.59
	4555 School Foods Summer Program - 10.559	0.00	0.00
	4555 School Nutrition Summer Food Service Program	0.00	6,842.94
	6100 Material Prior Period Revenue Adjustments	13.60	0.00
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		101,015.64	105,028.68

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 12

PRC	Program	Function	Object	2019 Value	2020 Value
	910 Food Services				
	31XX Food Services				
		1XX Personal Services - Salaries		36,383.42	41,281.12
		2XX Personal Services - Employee Benefits		2,720.27	3,827.56
		4XX Purchased Property Services		100.00	0.00
		6XX Supplies and Materials		61,468.18	58,389.63
		810 Dues and Fees		23.62	22.95
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				100,695.49	103,521.26

Schedule Of Changes Worksheet

Fund Code 12

Beginning Fund Balance					1,018.32 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					105,028.68 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					103,521.26 (3)
Increase/Decrease of Reserve for Inventories					
This Year	0.00	Less Last Year	0.00	(4a)	0.00
Increase/Decrease of Reserve for Encumbrances					
This Year	0.00	Less Last Year	0.00	(4b)	0.00
					0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)					2,525.74 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

13 - Tuition Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:				Fund Code 13
PRC	Revenue	2019 Value	2020 Value	
	1111 District Levy - Real Property	0.00	12,336.45	
	1112 District Levy - Personal Property	0.00	55.02	
	1114 District Levy - Pers Prop/Mobile Homes	0.00	0.00	
	1114 District Levy - Personal Property/Mobile Homes	0.00	44.48	
	1190 Penalties and Interest on Taxes	0.00	13.43	
	1510 Interest Earnings	14.33	34.22	
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		14.33	12,483.60	

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				Fund Code 13
PRC	Program	Function	Object	2019 Value 2020 Value
	280 Special Education - Local and State			
	1XXX Instruction			
		1XX Personal Services - Salaries		0.00 10,537.54
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				0.00 10,537.54

Schedule Of Changes Worksheet				Fund Code 13
Beginning Fund Balance				889.58 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In				12,483.60 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out				10,537.54 (3)
Increase/Decrease of Reserve for Inventories				
This Year	0.00	Less Last Year	0.00 (4a)	0.00
Increase/Decrease of Reserve for Encumbrances				
This Year	0.00	Less Last Year	0.00 (4b)	0.00
				0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)				2,835.64 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

14 - Retirement Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 14

PRC	Revenue	2019 Value	2020 Value
	1510 Interest Earnings	1,111.31	574.89
	2240 County Retirement Distribution	113,813.92	172,261.94
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		114,925.23	172,836.83

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 14

PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
	1XXX Instruction				
		2XX Personal Services - Employee Benefits		97,959.79	90,374.84
	21XX Support Services - Students				
		2XX Personal Services - Employee Benefits		7,040.88	7,693.72
	222X Educational Media Services				
		2XX Personal Services - Employee Benefits		3,567.12	4,131.81
	23XX Support Services - General Administration				
		2XX Personal Services - Employee Benefits		0.00	18,561.72
	24XX Support Services - School Administration				
		2XX Personal Services - Employee Benefits		17,535.70	0.00
	25XX Support Services - Business				
		2XX Personal Services - Employee Benefits		11,580.17	14,694.32
	26XX Operation and Maintenance of Plant Services				
		2XX Personal Services - Employee Benefits		293.17	436.96
	27XX Student Transportation Services				
		2XX Personal Services - Employee Benefits		8,410.56	3,377.64
	280 Special Education - Local and State				
	1XXX Instruction				
		2XX Personal Services - Employee Benefits		9,235.75	9,771.23
	24XX Support Services - School Administration				
		2XX Personal Services - Employee Benefits		480.89	0.00
	610 Adult Continuing Education Programs				
	1XXX Instruction				
		2XX Personal Services - Employee Benefits		178.98	1,673.53
	23XX Support Services - General Administration				
		2XX Personal Services - Employee Benefits		0.00	442.73
	25XX Support Services - Business				
		2XX Personal Services - Employee Benefits		0.00	590.53
	710 School Sponsored Extracurricular Activities				
	34XX Extracurricular - Activities				
		2XX Personal Services - Employee Benefits		309.26	245.94



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 14	
PRC	Program	Function	Object	2019 Value	2020 Value	
	720	School Sponsored Athletics				
		35XX	Extracurricular - Athletics			
			2XX Personal Services - Employee Benefits	1,086.37	1,465.16	
	840	Custody and Child Care Services				
		33XX	Community Services			
			2XX Personal Services - Employee Benefits	1,703.73	0.00	
	910	Food Services				
		31XX	Food Services			
			2XX Personal Services - Employee Benefits	7,698.77	7,165.43	
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				167,081.14	160,625.56	

Schedule Of Changes Worksheet					Fund Code 14	
Beginning Fund Balance					43,075.65	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					172,836.83	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					160,625.56	(3)
Increase/Decrease of Reserve for Inventories						
	This Year	0.00	Less Last Year	0.00 (4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
	This Year	0.00	Less Last Year	0.00 (4b)	0.00	
					0.00	(4)
Ending Fund Balance (1 + 2 - 3 + 4)					55,286.92	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

15 - Miscellaneous Programs Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:		Fund Code 15
PRC	Revenue	2020 Value
105	1ST GRADE BLESSING BAGS	
	1920 Contributions/Donations from Private Sources	130.00
106	ART ROOM RENOVATION DONATIONS	
	1920 Contributions/Donations from Private Sources	1,300.00
107	DONATIONS- MISSOULA CHILDREN'S THEATER	
	1920 Contributions/Donations from Private Sources	424.00
110	MAC- Medicaid	
	1920 Contributions/Donations from Private Sources	203.90
	3357 Medicaid - Montana Administrative Claiming Reimbursement	7,441.37
	3357 Montana Administrative Claiming Reimbursement	0.00
	6100 Material Prior Period Revenue Adjustments	0.00
112	SNACK CART	
	1900 Other Revenue from Local Sources	508.24
	1920 Contributions/Donations from Private Sources	0.00
115	EXXON MOBIL GRANT	
	1920 Contributions/Donations from Private Sources	500.00
130	TEXTBOOK DONATIONS	
	1920 Contributions/Donations from Private Sources	0.00
137	ART	
	1900 Other Revenue from Local Sources	0.00
	6100 Material Prior Period Revenue Adjustments	399.38
145	MISCELLANEOUS	
	1900 Other Revenue from Local Sources	0.00
	1920 Contributions/Donations from Private Sources	2,561.06
	6100 Material Prior Period Revenue Adjustments	0.00
149	FACILITY RENTAL	
	1900 Other Revenue from Local Sources	0.00
	1920 Contributions/Donations from Private Sources	250.00
154	ONE CLASS AT A TIME- HETHERINGTON (MS)	
	1920 Contributions/Donations from Private Sources	250.00
159	One Class at a Time- Alix Davis	
	1920 Contributions/Donations from Private Sources	0.00
160	LIBRARY	
	1900 Other Revenue from Local Sources	91.60
	1920 Contributions/Donations from Private Sources	208.10
162	FSA EXCESS FUNDS	
	1900 Other Revenue from Local Sources	9,220.66
166	NURSE	
	1900 Other Revenue from Local Sources	1,500.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

1920 Contributions/Donations from Private Sources	0.00
167 Math/SCIENCE DONATION	
1920 Contributions/Donations from Private Sources	0.00
169 PCARD REBATE	
1900 Other Revenue from Local Sources	2,343.73
1920 Contributions/Donations from Private Sources	0.00
194 MUSIC-BAND	
1920 Contributions/Donations from Private Sources	2,000.00
195 BOOK FAIR- LIBRARY	
1900 Other Revenue from Local Sources	2,418.77
199 CARES - State School Emergency Relief Fund	
7650 CARES - State School Emergency Relief Fund	10,110.00
201 Counseling Donations	
1920 Contributions/Donations from Private Sources	0.00
202 AfterSchool Program- Later Gators	
1900 Other Revenue from Local Sources	0.00
1920 Contributions/Donations from Private Sources	0.00
204 LATER GATOR- CHROMEBOOK DONATIONS	
1920 Contributions/Donations from Private Sources	4,243.80
207 EXCESS SALE PROCEEDS	
1920 Contributions/Donations from Private Sources	455.00
423	
4200 Title I, Part A, Improving Basic Programs	0.00
6100 Material Prior Period Revenue Adjustments	0.00
424	
4120 Title V, Part B, Subpart 1, Small Rural Schools Achievement (SRSA)	0.00
4120 Title VI, Part B, Subpart 1, Small Rural Schools (SRS)	0.00
6100 Material Prior Period Revenue Adjustments	0.00
425 Title I, Part A, Improving Basic Programs	
4200 Title I, Part A, Improving Basic Programs	15,084.00
426 Title V, Part B, Subpart 1, Small Rural Schools (SRS)	
4120 Title V, Part B, Subpart 1, Small Rural Schools Achievement (SRSA)	5,005.40
4120 Title VI, Part B, Subpart 1, Small Rural Schools (SRS)	0.00
427 Title I, Part A, Improving Basic Programs	
4200 Title I, Part A, Improving Basic Programs	41,106.00
428 Title V, Part B, Subpart 1, Small Rural Schools (SRS)	
4120 Title V, Part B, Subpart 1, Small Rural Schools Achievement (SRSA)	15,465.41
4120 Title VI, Part B, Subpart 1, Small Rural Schools (SRS)	0.00
710 Field Trips	
1920 Contributions/Donations from Private Sources	1,819.59
6100 Material Prior Period Revenue Adjustments	0.00
711 DC Field Trip- 8th grade	
1920 Contributions/Donations from Private Sources	385.36
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:	<u>125,425.37</u>



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 15

PRC	Program	Function	Object	2019 Value	2020 Value
103	Breakfast EXPANSION- YELLOWSTONE CLUB				
	910	Food Services			
		31XX	Food Services		
			8XX Other Expenditures		273.83
			103 Subtotal		273.83
105	1ST GRADE BLESSING BAGS				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			6XX Supplies and Materials		125.95
			105 Subtotal		125.95
106	ART ROOM RENOVATION DONATIONS				
	1XX	Regular Education Programs - Elementary/Secondary			
		26XX	Operation and Maintenance of Plant Services		
			4XX Purchased Property Services		1,300.00
			106 Subtotal		1,300.00
107	DONATIONS- MISSOULA CHILDREN'S THEATER				
	710	School Sponsored Extracurricular Activities			
		34XX	Extracurricular - Activities		
			810 Dues and Fees		500.00
			107 Subtotal		500.00
110	MAC- Medicaid				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			6XX Supplies and Materials		6,356.99
			810 Dues and Fees		71.75
		21XX	Support Services - Students		
			6XX Supplies and Materials		644.00
		23XX	Support Services - General Administration		
			1XX Personal Services - Salaries		55.25
			6XX Supplies and Materials		898.31
			810 Dues and Fees		744.14
		24XX	Support Services - School Administration		
			6XX Supplies and Materials		403.49
	280	Special Education - Local and State			
		21XX	Support Services - Students		
			810 Dues and Fees		27.00
	710	School Sponsored Extracurricular Activities			
		34XX	Extracurricular - Activities		
			5XX Other Purchased Services		144.40
			6XX Supplies and Materials		60.85
			810 Dues and Fees		120.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 15
PRC	Program	Function	Object	2019 Value	2020 Value
	910	Food Services			
		31XX	Food Services		
			6XX Supplies and Materials		750.00
			110 Subtotal		10,276.18
112	SNACK CART				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			6XX Supplies and Materials		46.01
	710	School Sponsored Extracurricular Activities			
		34XX	Extracurricular - Activities		
			6XX Supplies and Materials		587.32
			112 Subtotal		633.33
115	EXXON MOBIL GRANT				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			6XX Supplies and Materials		1,500.00
			115 Subtotal		1,500.00
130	TEXTBOOK DONATIONS				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			6XX Supplies and Materials		1,100.00
			130 Subtotal		1,100.00
137	ART				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			3XX Purchased Professional and Technical Services		937.50
			6XX Supplies and Materials		198.02
			137 Subtotal		1,135.52
145	MISCELLANEOUS				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			3XX Purchased Professional and Technical Services		800.00
			6XX Supplies and Materials		846.29
		23XX	Support Services - General Administration		
			6XX Supplies and Materials		809.78
			810 Dues and Fees		131.83
		25XX	Support Services - Business		
			6XX Supplies and Materials		25.99
		26XX	Operation and Maintenance of Plant Services		
			4XX Purchased Property Services		232.30



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 15
PRC	Program	Function	Object	2019 Value	2020 Value
	710	School Sponsored Extracurricular Activities			
		34XX	Extracurricular - Activities		
			3XX Purchased Professional and Technical Services		250.00
			6XX Supplies and Materials		1,964.47
	910	Food Services			
		31XX	Food Services		
			6XX Supplies and Materials		170.80
			145 Subtotal		5,231.46
162	FSA EXCESS FUNDS				
	1XX	Regular Education Programs - Elementary/Secondary			
		1XXX	Instruction		
			2XX Personal Services - Employee Benefits		6,924.80
			6XX Supplies and Materials		1,818.44
		21XX	Support Services - Students		
			2XX Personal Services - Employee Benefits		335.00
		222X	Educational Media Services		
			2XX Personal Services - Employee Benefits		83.00
		23XX	Support Services - General Administration		
			2XX Personal Services - Employee Benefits		276.32
			5XX Other Purchased Services		434.92
			6XX Supplies and Materials		2,360.29
			810 Dues and Fees		320.00
		25XX	Support Services - Business		
			2XX Personal Services - Employee Benefits		1,646.70
		27XX	Student Transportation Services		
			2XX Personal Services - Employee Benefits		1,588.08
	280	Special Education - Local and State			
		1XXX	Instruction		
			2XX Personal Services - Employee Benefits		166.00
	610	Adult Continuing Education Programs			
		1XXX	Instruction		
			1XX Personal Services - Salaries		16.50
			2XX Personal Services - Employee Benefits		382.20
	910	Food Services			
		31XX	Food Services		
			2XX Personal Services - Employee Benefits		1,832.00
			162 Subtotal		18,184.25
166	NURSE				
	1XX	Regular Education Programs - Elementary/Secondary			
		21XX	Support Services - Students		
			1XX Personal Services - Salaries		715.54



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 15
PRC	Program	Function	Object	2019 Value	2020 Value
			2XX Personal Services - Employee Benefits		67.40
			166 Subtotal		782.94
169	PCARD REBATE				
	1XX Regular Education Programs - Elementary/Secondary				
	1XXX Instruction				
		6XX Supplies and Materials			4,062.39
		169 Subtotal			4,062.39
172	DONATION- MADELINE MUELLER- SCHOOL CULTURE				
	8XX Community Services Programs				
	33XX Community Services				
		8XX Other Expenditures			1,459.67
		172 Subtotal			1,459.67
194	MUSIC-BAND				
	1XX Regular Education Programs - Elementary/Secondary				
	1XXX Instruction				
		4XX Purchased Property Services			1,220.00
		6XX Supplies and Materials			377.13
		194 Subtotal			1,597.13
195	BOOK FAIR- LIBRARY				
	1XX Regular Education Programs - Elementary/Secondary				
	222X Educational Media Services				
		6XX Supplies and Materials			1,818.77
		195 Subtotal			1,818.77
199	CARES - State School Emergency Relief Fund				
	765 CARES - State School Emergency Relief Fund				
	1XXX Instruction				
		5XX Other Purchased Services			212.64
		6XX Supplies and Materials			1,009.27
	21XX Support Services - Students				
		6XX Supplies and Materials			824.85
	23XX Support Services - General Administration				
		5XX Other Purchased Services			8.05
		6XX Supplies and Materials			1,250.23
	25XX Support Services - Business				
		6XX Supplies and Materials			191.88
	26XX Operation and Maintenance of Plant Services				
		6XX Supplies and Materials			1,146.25
	31XX Food Services				
		1XX Personal Services - Salaries			4,000.00
		2XX Personal Services - Employee Benefits			800.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 15
PRC	Program	Function	Object	2019 Value	2020 Value
			6XX Supplies and Materials		849.98
			199 Subtotal		10,293.15
202	AfterSchool Program- Later Gators				
	810 Community Recreation				
		33XX Community Services			
		6XX Supplies and Materials			725.07
	8XX Community Services Programs				
		33XX Community Services			
		8XX Other Expenditures			5,347.72
		202 Subtotal			6,072.79
204	LATER GATOR- CHROMEBOOK DONATIONS				
	840 Custody and Child Care Services				
		33XX Community Services			
		6XX Supplies and Materials			4,243.80
		204 Subtotal			4,243.80
425	Title I, Part A, Improving Basic Programs				
	420 Title I, Part A, Improving Basic Programs				
		1XXX Instruction			
		1XX Personal Services - Salaries			1,928.93
		2XX Personal Services - Employee Benefits			618.08
		6XX Supplies and Materials			119.62
		425 Subtotal			2,666.63
426	Title V, Part B, Subpart 1, Small Rural Schools (SRS)				
	1XX Regular Education Programs - Elementary/Secondary				
		1XXX Instruction			
		1XX Personal Services - Salaries			520.17
		2XX Personal Services - Employee Benefits			183.17
		6XX Supplies and Materials			3,901.11
	21XX Support Services - Students				
		6XX Supplies and Materials			198.93
	222X Educational Media Services				
		6XX Supplies and Materials			294.95
		426 Subtotal			5,098.33
427	Title I, Part A, Improving Basic Programs				
	420 Title I, Part A, Improving Basic Programs				
		1XXX Instruction			
		1XX Personal Services - Salaries			31,385.86
		2XX Personal Services - Employee Benefits			9,714.97
		427 Subtotal			41,100.83



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 15
PRC	Program	Function	Object	2019 Value	2020 Value
428	Title V, Part B, Subpart 1, Small Rural Schools (SRS)				
	1XX Regular Education Programs - Elementary/Secondary				
	1XXX Instruction				
			1XX Personal Services - Salaries		6,189.59
			2XX Personal Services - Employee Benefits		2,096.12
			6XX Supplies and Materials		7,938.00
			428 Subtotal		16,223.71
710	Field Trips				
	710 School Sponsored Extracurricular Activities				
		34XX Extracurricular - Activities			
			810 Dues and Fees		1,023.16
			710 Subtotal		1,023.16
711	DC Field Trip- 8th grade				
	710 School Sponsored Extracurricular Activities				
		34XX Extracurricular - Activities			
			6XX Supplies and Materials		238.88
			711 Subtotal		238.88
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					136,942.70

Schedule Of Changes Worksheet					Fund Code 15
Beginning Fund Balance					44,986.25 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					125,425.37 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					136,942.70 (3)
Increase/Decrease of Reserve for Inventories					
	This Year	0.00	Less Last Year	0.00 (4a)	0.00
Increase/Decrease of Reserve for Encumbrances					
	This Year	1,220.00	Less Last Year	3,060.31 (4b)	-1,840.31
					-1,840.31 (4)
Ending Fund Balance (1 + 2 - 3 + 4)					31,628.61 (5)

Project Reporter Summaries			
Project Reporter	Revenues	Expenditures	Difference
103 Breakfast EXPANSION- YELLOWSTONE CLUB	0.00	273.83	-273.83
105 1ST GRADE BLESSING BAGS	130.00	125.95	4.05
106 ART ROOM RENOVATION DONATIONS	1,300.00	1,300.00	0.00
107 DONATIONS- MISSOULA CHILDREN'S THEATER	424.00	500.00	-76.00
110 MAC- Medicaid	7,645.27	10,276.18	-2,630.91
112 SNACK CART	508.24	633.33	-125.09
115 EXXON MOBIL GRANT	500.00	1,500.00	-1,000.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Project Reporter Summaries

Project Reporter	Revenues	Expenditures	Difference
130 TEXTBOOK DONATIONS	0.00	1,100.00	-1,100.00
137 ART	399.38	1,135.52	-736.14
145 MISCELLANEOUS	2,561.06	5,231.46	-2,670.40
149 FACILITY RENTAL	250.00	0.00	250.00
154 ONE CLASS AT A TIME- HETHERINGTON (MS)	250.00	0.00	250.00
160 LIBRARY	299.70	0.00	299.70
162 FSA EXCESS FUNDS	9,220.66	18,184.25	-8,963.59
166 NURSE	1,500.00	782.94	717.06
169 PCARD REBATE	2,343.73	4,062.39	-1,718.66
172 DONATION- MADELINE MUELLER- SCHOOL CULTURE	0.00	1,459.67	-1,459.67
194 MUSIC-BAND	2,000.00	1,597.13	402.87
195 BOOK FAIR- LIBRARY	2,418.77	1,818.77	600.00
199 CARES - State School Emergency Relief Fund	10,110.00	10,293.15	-183.15
202 AfterSchool Program- Later Gators	0.00	6,072.79	-6,072.79
204 LATER GATOR- CHROMEBOOK DONATIONS	4,243.80	4,243.80	0.00
207 EXCESS SALE PROCEEDS	455.00	0.00	455.00
425 Title I, Part A, Improving Basic Programs	15,084.00	2,666.63	12,417.37
426 Title V, Part B, Subpart 1, Small Rural Schools (SRS)	5,005.40	5,098.33	-92.93
427 Title I, Part A, Improving Basic Programs	41,106.00	41,100.83	5.17
428 Title V, Part B, Subpart 1, Small Rural Schools (SRS)	15,465.41	16,223.71	-758.30
710 Field Trips	1,819.59	1,023.16	796.43
711 DC Field Trip- 8th grade	385.36	238.88	146.48
Total	125,425.37	136,942.70	-11,517.33



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

17 - Adult Education Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 17

PRC	Revenue	2019 Value	2020 Value
	1111 District Levy - Real Property	0.00	9,589.35
	1112 District Levy - Personal Property	0.00	42.75
	1114 District Levy - Pers Prop/Mobile Homes	3.06	0.00
	1114 District Levy - Personal Property/Mobile Homes	0.00	39.18
	1190 Penalties and Interest on Taxes	0.27	13.18
	1340 Fees for Adult Education	300.00	5,953.00
	1510 Interest Earnings	273.57	224.97
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		576.90	15,862.43

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 17

PRC	Program	Function	Object	2019 Value	2020 Value
	610 Adult Continuing Education Programs				
		1XXX Instruction			
			1XX Personal Services - Salaries	1,174.03	10,947.60
			2XX Personal Services - Employee Benefits	11.34	455.12
			5XX Other Purchased Services	224.73	0.00
			6XX Supplies and Materials	0.00	1,056.00
		23XX Support Services - General Administration			
			1XX Personal Services - Salaries	0.00	2,755.38
			2XX Personal Services - Employee Benefits	0.00	271.35
			5XX Other Purchased Services	930.90	1,158.26
		25XX Support Services - Business			
			1XX Personal Services - Salaries	0.00	3,580.13
			2XX Personal Services - Employee Benefits	0.00	119.20
		26XX Operation and Maintenance of Plant Services			
			4XX Purchased Property Services	1,531.98	1,440.83
			5XX Other Purchased Services	1,067.70	769.70
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				4,940.68	22,553.57



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule Of Changes Worksheet

Fund Code 17

Beginning Fund Balance					14,902.07	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					15,862.43	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					22,553.57	(3)
Increase/Decrease of Reserve for Inventories						
This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
This Year	0.00	Less Last Year	0.00	(4b)	0.00	
					0.00	(4)
Ending Fund Balance (1 + 2 - 3 + 4)					8,210.93	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

21 - Compensated Absence Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:				Fund Code 21
PRC	Revenue		2019 Value	2020 Value
	1510 Interest Earnings		164.63	3.79
	5300 Operating Transfers from Other Funds		0.00	7,000.00
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:			164.63	7,003.79

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 21
PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
		24XX Support Services - School Administration			
			1XX Personal Services - Salaries	9,989.32	0.00
			2XX Personal Services - Employee Benefits	50.19	0.00
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				10,039.51	0.00

Schedule Of Changes Worksheet					Fund Code 21
Beginning Fund Balance					218.36 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					7,003.79 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					0.00 (3)
Increase/Decrease of Reserve for Inventories					
	This Year	0.00	Less Last Year	0.00 (4a)	0.00
Increase/Decrease of Reserve for Encumbrances					
	This Year	0.00	Less Last Year	0.00 (4b)	0.00
					0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)					7,222.15 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

28 - Technology Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 28

PRC	Revenue	2019 Value	2020 Value
	1111 District Levy - Real Property	17,273.15	15,401.33
	1112 District Levy - Personal Property	426.24	2,335.19
	1114 District Levy - Pers Prop/Mobile Homes	99.81	0.00
	1114 District Levy - Personal Property/Mobile Homes	0.00	102.39
	1190 Penalties and Interest on Taxes	21.11	43.82
	1510 Interest Earnings	81.73	0.00
	3281 State - Technology Aid	0.00	1,090.44
	6100 Material Prior Period Revenue Adjustments	7.00	0.00
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		17,909.04	18,973.17

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 28

PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
	1XXX Instruction				
		6XX Supplies and Materials		2,589.75	0.00
	23XX Support Services - General Administration				
		5XX Other Purchased Services		1,137.64	113.10
		6XX Supplies and Materials		1,188.00	0.00
	258X Admin. Tech. - Technology Coordinator				
		1XX Personal Services - Salaries		13,237.58	13,806.82
		2XX Personal Services - Employee Benefits		1,470.21	1,492.30
	25XX Support Services - Business				
		6XX Supplies and Materials		0.00	103.08
	26XX Operation and Maintenance of Plant Services				
		7XX Property and Equipment Acquisition		0.00	5,721.46
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				19,623.18	21,236.76



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule Of Changes Worksheet

Fund Code 28

Beginning Fund Balance					3,917.53	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					18,973.17	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					21,236.76	(3)
Increase/Decrease of Reserve for Inventories						
This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
This Year	0.00	Less Last Year	1,155.71	(4b)	-1,155.71	
					-1,155.71	(4)
Ending Fund Balance (1 + 2 - 3 + 4)					498.23	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

29 - Flexibility Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:			Fund Code 29
PRC	Revenue	2019 Value	2020 Value
	1510 Interest Earnings	178.15	168.82
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		178.15	168.82

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 29
PRC	Program	Function	Object	2019 Value	2020 Value
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					0.00

Schedule Of Changes Worksheet					Fund Code 29
Beginning Fund Balance					11,099.97 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					168.82 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					0.00 (3)
Increase/Decrease of Reserve for Inventories					
This Year	0.00	Less Last Year	0.00	(4a)	0.00
Increase/Decrease of Reserve for Encumbrances					
This Year	0.00	Less Last Year	0.00	(4b)	0.00
					0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)					11,268.79 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

50 - Debt Service Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 50

PRC	Revenue	2019 Value	2020 Value
	1111 District Levy - Real Property	111,339.71	117,409.72
	1112 District Levy - Personal Property	645.98	672.63
	1114 District Levy - Pers Prop/Mobile Homes	629.71	0.00
	1114 District Levy - Personal Property/Mobile Homes	0.00	666.01
	1190 Penalties and Interest on Taxes	130.35	284.46
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		112,745.75	119,032.82

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 50

PRC	Program	Function	Object	2019 Value	2020 Value
	1XX Regular Education Programs - Elementary/Secondary				
		51XX General Obligation Bonds, Special Assessments and Interest			
			840 Principal On Debt	105,000.00	110,000.00
			850 Interest on Debt	10,965.00	7,710.00
			860 Agent Fees/Issuance Costs	350.00	350.00
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				116,315.00	118,060.00

Schedule Of Changes Worksheet

Fund Code 50

Beginning Fund Balance	-1,307.20	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In	119,032.82	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out	118,060.00	(3)
Increase/Decrease of Reserve for Inventories		
This Year	0.00	
Less Last Year	0.00	(4a)
Increase/Decrease of Reserve for Encumbrances		
This Year	0.00	
Less Last Year	0.00	(4b)
	0.00	(4)
Ending Fund Balance (1 + 2 - 3 + 4)	-334.38	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

60 - Building Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In: Fund Code 60

PRC	Revenue	2019 Value	2020 Value
	1510 Interest Earnings	33.97	36.62
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		33.97	36.62

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out: Fund Code 60

PRC	Program	Function	Object	2019 Value	2020 Value
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					0.00

Schedule Of Changes Worksheet

						Fund Code 60
Beginning Fund Balance						2,112.41 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In						36.62 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out						0.00 (3)
Increase/Decrease of Reserve for Inventories						
This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
This Year	0.00	Less Last Year	0.00	(4b)	0.00	
						0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)						2,149.03 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

61 - Building Reserve Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:

Fund Code 61

PRC	Revenue	2019 Value	2020 Value
	3283 State - School Major Maintenance Aid (SMMA)	0.00	8,160.21
612	BUILDING RESERVE- Voted Levy		
	1111 District Levy - Real Property	33,915.35	34,291.12
	1112 District Levy - Personal Property	198.47	198.06
	1114 District Levy - Pers Prop/Mobile Homes	190.97	0.00
	1114 District Levy - Personal Property/Mobile Homes	0.00	200.33
	1190 Penalties and Interest on Taxes	78.82	148.22
	1510 Interest Earnings	1,840.60	987.04
	6100 Material Prior Period Revenue Adjustments	550.00	0.00
613	BUILDING RESERVE- PERMISSIVE LEVY		
	1111 District Levy - Real Property	30,231.55	22,889.93
	1112 District Levy - Personal Property	176.84	142.70
	1114 District Levy - Pers Prop/Mobile Homes	170.21	0.00
	1114 District Levy - Personal Property/Mobile Homes	0.00	138.41
	1510 Interest Earnings	107.68	653.50
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		67,460.49	67,809.52

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:

Fund Code 61

PRC	Program	Function	Object	2019 Value	2020 Value
612	BUILDING RESERVE- Voted Levy				
	1XX Regular Education Programs - Elementary/Secondary				
	26XX Operation and Maintenance of Plant Services				
		4XX Purchased Property Services		15,082.47	76,542.35
		6XX Supplies and Materials		0.00	448.18
		8XX Other Expenditures		0.00	945.00
613	BUILDING RESERVE- PERMISSIVE LEVY				
	1XX Regular Education Programs - Elementary/Secondary				
	26XX Operation and Maintenance of Plant Services				
		3XX Purchased Professional and Technical Services		0.00	14,365.00
		4XX Purchased Property Services		9,680.00	8,178.24
		6XX Supplies and Materials		1,481.00	1,037.00
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				26,243.47	101,515.77



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule Of Changes Worksheet

Fund Code 61

Beginning Fund Balance					135,424.18	(1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					67,809.52	(2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					101,515.77	(3)
Increase/Decrease of Reserve for Inventories						
This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
This Year	3,088.03	Less Last Year	0.00	(4b)	3,088.03	
					3,088.03	(4)
Ending Fund Balance (1 + 2 - 3 + 4)					104,805.96	(5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

81 - Private Purpose Trust (spend interest only)

Current Revenues, Other Financing Sources and Residual Equity Transfers In: Fund Code 81

PRC	Revenue	2019 Value	2020 Value
	1510 Interest Earnings	23.90	25.84
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		23.90	25.84

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out: Fund Code 81

PRC	Program	Function	Object	2019 Value	2020 Value
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					0.00

Schedule Of Changes Worksheet

						Fund Code 81
Beginning Fund Balance						1,490.46 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In						25.84 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out						0.00 (3)
Increase/Decrease of Reserve for Inventories						
This Year	0.00	Less Last Year	0.00	(4a)	0.00	
Increase/Decrease of Reserve for Encumbrances						
This Year	0.00	Less Last Year	0.00	(4b)	0.00	
						0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)						1,516.30 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Revenues, Expenditures and Changes in Fund Balance

84 - Student Extracurricular Activities Fund

Current Revenues, Other Financing Sources and Residual Equity Transfers In:			Fund Code 84
PRC	Revenue	2019 Value	2020 Value
	1700 Student Extracurricular Activity Receipts	6,089.05	8,452.57
	6100 Material Prior Period Revenue Adjustments	12,802.00	0.00
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In:		18,891.05	8,452.57

Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:					Fund Code 84	
PRC	Program	Function	Object	2019 Value	2020 Value	
	7XX	Extracurricular Athletics and Activities				
		3XXX	Operation of Non-Educational Services			
			XXX	Student Extracurricular	4,626.41	6,080.43
	999	Undistributed				
		9999	Undistributed			
			892	Material Prior Period Expenditure Adjustments	25,519.00	0.00
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out:				30,145.41	6,080.43	

Schedule Of Changes Worksheet					Fund Code 84
Beginning Fund Balance					11,739.45 (1)
Total Current Revenues, Other Financing Sources and Residual Equity Transfers In					8,452.57 (2)
Total Current Expenditures, Other Financing Uses and Residual Equity Transfers Out					6,080.43 (3)
Increase/Decrease of Reserve for Inventories					
	This Year	0.00	Less Last Year	0.00 (4a)	0.00
Increase/Decrease of Reserve for Encumbrances					
	This Year	0.00	Less Last Year	0.00 (4b)	0.00
					0.00 (4)
Ending Fund Balance (1 + 2 - 3 + 4)					14,111.59 (5)



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Detail Expenditure

Fund	Account	Description	2019 Value	2020 Value
XX	210 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	260 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	280 1XXX 112	Certified Teacher Staff Salaries	34,718.80	36,606.00
XX	39X 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	427 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	432 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	451 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	456 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	457 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	458 1XXX 112	Certified Teacher Staff Salaries	0.00	0.00
XX	XXX 1XXX 112	Certified Teacher Staff Salaries	488,328.57	515,749.28
XX	XXX 1XXX 640	Textbooks and Other Printed Materials - No On-line Services	2,805.15	567.24
XX	XXX 1XXX 650	Periodicals - Not On-Line Subscriptions	408.49	164.90
XX	XXX 26XX 41X	Energy Utility Services	31,304.48	29,401.11
XX	XXX 4XXX 710	Land	0.00	0.00
XX	XXX 4XXX 715	Land Improvements	0.00	0.00
XX	XXX 4XXX 720	Purchase of Existing Buildings	0.00	0.00
XX	XXX 4XXX 725	Major Construction Services	0.00	0.00
XX	XXX 4XXX 73X	Major Equipment-New	0.00	0.00
XX	XXX 4XXX 74X	Major Equipment-Replacement	0.00	0.00
XX	XXX XXXX 355	Technology Contracted Services	0.00	0.00
XX	XXX XXXX 455	Technology Repairs and Rental	0.00	0.00
XX	XXX XXXX 535	Technology Communication Services	0.00	0.00
XX	XXX XXXX 561	Tuition to Other School Districts Within the State	0.00	0.00
XX	XXX XXXX 562	Tuition to Other School Districts Outside the State	0.00	0.00
XX	XXX XXXX 563	Educational Fees to Detention Facilities	0.00	0.00
XX	XXX XXXX 682	Technology Supplies	2,492.46	4,949.63
XX	XXX XXXX 735	Technology Equipment and Software	0.00	0.00



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Special Education Reversion

Special Education Allowable Cost Payments:

a. Instructional Block Grant Entitlement	25,911.63
b. Related Services Block Grant Entitlement	0.00
c. Total Entitlements Subject to Reversion	25,911.63

Prorated Cooperative Cost Payments:

d. Related Services Block Grant Entitlement (paid to coop)	8,637.21
e. Minimum Special Education Expenditures to Avoid Reversion [(c) * (1.33)] + [(d) * (0.33)]	37,312.75
f. Grand Total Allowable Special Education Expenditures (See attached worksheet)	72,942.08
g. Special Education Reversion Amount If f = 0 then c = reversion ELSE If (e - f) is > 0, then [(e - f) * 0.75] = reversion	0.00

Note to District:

If the amount on Line (g) is greater than zero, revenue source code 3115 State Special Education Allowable Cost Payment to Districts in the General Fund (01) will be reduced automatically. The amount will be used to fund the special education allowable cost entitlement next year. Include the reverted amount on the General Fund (01) balance sheet in Deferred Inflows (680).

Remember:

The Deferred Inflow(680) entry for the reverted amount in the General Fund (01) will need to be removed in the next fiscal year.

Local and state special education resource transfers to the coop must be coded as follows: XXX-280-62XX-920.

Percentage of Special Ed Funding FY2022 Maximum Budget: 100%



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Special Education Reversion

Program	Function	Object	Fund 01	Fund 13	Fund 24	Fund 25	Fund 26
280	1XXX	1XX	48,852.77	10,537.54	0.00	0.00	0.00
280	1XXX	2XX	8,001.03	0.00	0.00	0.00	0.00
280	1XXX	3XX	0.00	0.00	0.00	0.00	0.00
280	1XXX	4XX	0.00	0.00	0.00	0.00	0.00
280	1XXX	5XX	150.00	0.00	0.00	0.00	0.00
280	1XXX	6XX	2,566.74	0.00	0.00	0.00	0.00
280	1XXX	7XX	0.00	0.00	0.00	0.00	0.00
280	21XX	1XX	0.00	0.00	0.00	0.00	0.00
280	21XX	2XX	0.00	0.00	0.00	0.00	0.00
280	21XX	3XX	0.00	0.00	0.00	0.00	0.00
280	21XX	4XX	0.00	0.00	0.00	0.00	0.00
280	21XX	5XX	0.00	0.00	0.00	0.00	0.00
280	21XX	6XX	0.00	0.00	0.00	0.00	0.00
280	21XX	7XX	0.00	0.00	0.00	0.00	0.00
280	221X	1XX	0.00	0.00	0.00	0.00	0.00
280	221X	2XX	0.00	0.00	0.00	0.00	0.00
280	221X	3XX	0.00	0.00	0.00	0.00	0.00
280	221X	4XX	0.00	0.00	0.00	0.00	0.00
280	221X	5XX	0.00	0.00	0.00	0.00	0.00
280	221X	6XX	0.00	0.00	0.00	0.00	0.00
280	221X	7XX	0.00	0.00	0.00	0.00	0.00
280	222X	1XX	0.00	0.00	0.00	0.00	0.00
280	222X	2XX	0.00	0.00	0.00	0.00	0.00
280	222X	3XX	0.00	0.00	0.00	0.00	0.00
280	222X	4XX	0.00	0.00	0.00	0.00	0.00
280	222X	5XX	0.00	0.00	0.00	0.00	0.00
280	222X	6XX	0.00	0.00	0.00	0.00	0.00
280	222X	7XX	0.00	0.00	0.00	0.00	0.00
280	24XX	1XX	0.00	0.00	0.00	0.00	0.00
280	24XX	2XX	0.00	0.00	0.00	0.00	0.00
280	24XX	3XX	0.00	0.00	0.00	0.00	0.00
280	24XX	4XX	0.00	0.00	0.00	0.00	0.00
280	24XX	5XX	0.00	0.00	0.00	0.00	0.00
280	24XX	6XX	0.00	0.00	0.00	0.00	0.00
280	24XX	7XX	0.00	0.00	0.00	0.00	0.00
280	62XX	920	2,834.00	0.00	0.00	0.00	0.00
Totals			62,404.54	10,537.54	0.00	0.00	0.00

72,942.08

Be sure costs have been properly allocated between the elementary and high school district, if appropriate. Expenditures in Object 8XX are not allowable. Expenditures in function 24XX and Objects 1XX and 2XX are only allowable if the district employs a certified special education director. ARM 10.16.3136

*Expenditures under 24XX 1XX/2XX are excluded from the total when there is not a certified special education director as reported for FY20 in TEAMS.



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Changes in Fixed Assets, Depreciation, and Net Fixed Assets

Governmental	Beginning Balance	Adjust- ments	Additions	Removals	Ending Balance
Land	58,361.00	0.00	0.00	0.00	58,361.00
Land Improvements	123,536.58	0.00	0.00	0.00	123,536.58
Buildings	1,775,830.00	0.00	0.00	0.00	1,775,830.00
Machinery and Equipment	74,137.07	0.00	0.00	0.00	74,137.07
Totals at Historical Cost	2,031,864.65	0.00	0.00	0.00	2,031,864.65
Governmental Activities, Capital Assets, Net of Accumulated Depreciation	2,031,864.65	0.00	0.00	0.00	2,031,864.65

* Governmental activities are usually reported in the general, special revenue, debt service, capital projects, permanent, and internal service funds. These funds are generally financed through taxes, intergovernmental revenues and other non-exchange revenues.

** Business-type activities are usually reported in the enterprise funds. These funds are financed in whole or in part by fees charged to external parties for goods and services.

*** Has comments.



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Schedule of Changes in Long-Term Liabilities

	(a) Beginning Balance 7/1/2019	(b) New Debt & Other Additions	(c) Principal Payments	(d) Refunding & Other Reduction	(e) Ending Balance (6/30/2020) [a+b-c-d]	(f) Current Portion Due FY2021	(g) Long-Term Portion Due FY2022
Governmental Activities *							
Compensated Absences	51,154.64	1,362.68	0.00	0.00	52,517.32	0.00	52,517.32
Total Governmental Activity							
Non-bond Long-Term Liabilities	51,154.64	1,362.68	0.00	0.00	52,517.32	0.00	52,517.32
Bond(s)							
04/26/2011	230,000.00	0.00	110,000.00	0.00	120,000.00	120,000.00	0.00
Total Governmental Activity							
Bond Long-Term Liabilities	230,000.00	0.00	110,000.00	0.00	120,000.00	120,000.00	0.00

* Governmental activities are usually reported in the general, special revenue, debt service, capital projects, permanent, and internal service funds. These funds are generally financed through taxes, intergovernmental revenues and other non-exchange revenues.

** Business-type activities are usually reported in the enterprise funds. These funds are financed in whole or in part by fees charged to external parties for goods and services.



Submitted Trustees' Financial Summary

FY2019-20

Submit ID: 0364-49503952

16 Gallatin County

0364 Gallatin Gateway Elem

Net Pension Liability FY2020

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental				
Net Pension - PERS	240,277.00	12,922.00	0.00	253,199.00
Net Pension - TRS	1,024,848.00	108,142.00	0.00	1,132,990.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

Due Dates:

Board of Trustees adopts Final Budget no later than August 25th before: computation of GF levy requirement by Cty Supt. & the fixing of district tax levies. (MCA 20-9-131)

Board of Trustees transmits to County Supt. within 3 days after final approval. (MCA 20-9-131)

County Supt. transmits to County Commissioners by the later of the 1st Tuesday in September or within 30 calendar days after receipt of certified taxable values. (MCA 20-9-142)

County Supt. transmits to Office of Public Instruction on or before September 15th. (MCA 20-9-134)

District ANB And Taxable Valuation

	ANB		Taxable Valuation
	EL	HS	
District:	175	N/A	7,124,119

* Indicates that the 3 year average ANB was used to calculate the budget limitations

The final budget is approved as set forth in this document.

Certification

District Clerk:



(Signature)

Carrie Fisher



(Date)

Chairperson, School Trustees:



(Signature)

Aaron Schwielermen



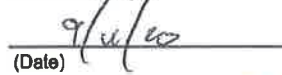
(Date)

County Superintendent:



(Signature)

Matthew Henry



(Date)

Chairperson, County Commissioners:



(Signature)



(Print)



(Date)

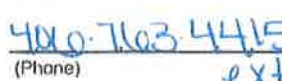
Name of Contact:



(Signature)



(Print)



(Phone)

ext. 36



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,364,102.30	136,410.23	10%	10.00%	219.42	832,590.55	531,292.33	74.58
10 Transportation	117,500.00	23,500.00	20%	20.00%	6,700.59	22,858.89	87,940.52	12.34
11 Bus Depreciation	65,801.55	0.00	N/A	0.00%	36,154.38	25.00	29,622.17	4.16
13 Tuition	14,402.04		N/A		2,835.64	20.00	11,546.40	1.62
14 Retirement	192,500.00	38,500.00	20%	20.00%	16,786.92	175,713.08		
17 Adult Education	27,500.00	0.00	35%	0.00%	8,210.93	2,600.00	16,689.07	2.34
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	19,637.38	0.00	N/A	0.00%	498.23	1,139.15	18,000.00	2.53
29 Flexibility	11,368.79	0.00	N/A	0.00%	11,268.79	100.00	0.00	0.00
61 Building Reserve	168,817.93	0.00	N/A	0.00%	101,717.93	9,100.00	58,000.00	8.14
Total of All Funds	1,981,629.99	198,410.23			184,392.83	1,044,146.67	753,090.49	105.71

50 Debt Service

Tax Jurisdiction

1	124,480.00	0.00	20-9-438	0.00%	0.00	0.00	124,480.00	17.47
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Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

General Fund Limits And Reserves Worksheet

PART I. Certified Budget Data

ANB By Budget Unit:

E1	GALLATIN GATEWAY K-6	124
M1	GALLATIN GATEWAY 7-8	51

* Indicates that the 3 year average ANB was used to calculate the budget limitations

A.	Direct State Aid	(I-A)	555,439.21
B.	Mandatory Non-isolated Levy	(I-B)	0.00
C.	Quality Educator	(I-C)	50,261.79
D.	At Risk Student	(I-D)	2,625.10
E.	Indian Education For All	(I-E)	3,913.00
F.	American Indian Achievement Gap	(I-F)	660.00
G.	Data For Achievement	(I-G)	3,746.75
H.	State Special Education Allowable Cost Payment to Districts	(I-H)	26,754.00
I.	State Special Education Related-Services Payment To Coop	(I-I)	8,918.00
J.	District GTB Subsidy Per Elementary Base Mill	(I-J)	5,004.00
K.	District GTB Subsidy Per High School Base Mill	(I-K)	N/A

PART II. General Fund Budget Limits

Prior Year Budget Data:

A.	ANB	(II-A)	171
B.	BASE Budget Limit	(II-B)	1,039,376.24
C.	Maximum Budget Limit	(II-C)	1,296,916.91
D.	Over-BASE Levy As Submitted on Budget	(II-D)	257,540.67
E.	Adopted Budget	(II-E)	1,296,916.91

Current Year Budget Data:

F.	% Special Education in Maximum Budget	(II-F)	100%
G.	BASE Budget (Minimum Budget Amount Required)	(II-G)	1,096,304.08
H.	Maximum Budget Limit	(II-H)	1,366,225.94
I.	Highest Budget Without a Vote	(II-I)	1,364,102.30
J.	Highest Budget	(II-J)	1,366,225.94
K.	Highest Voted Amount	(II-K)	2,123.64
L.	Amount Approved on Ballot by Voters	(II-L)	0.00
M.	Adopted Budget	(II-M)	1,364,102.30



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

PART III. General Fund Balance For Budget As Of June 30

A.	Operating Reserve (961)	(III-A)		136,410.23
B.	TIF Operating Reserve (962)	(III-B)		0.00
C.	Excess Reserves	(III-C)		0.00
	1. Reserve For Protested/Delinquent Taxes (963)	(III-C1)	0.00	
	2. Reserve For Tax Audit Receipts (964)	(III-C2)	0.00	
D.	Unreserved Fund Balance Reappropriated (970)	(III-D)		219.42
	1. Prior Year Excess Reserves Funding Over-BASE (970a)	(III-D1)	0.00	
	2. Remaining Fund Balance Available (970b)	(III-D2)	219.42	
	3. TIF Fund Balance Reappropriated (970c)	(III-D3)	0.00	
E.	TOTAL GENERAL FUND BALANCE FOR BUDGET (TFS48)	(III-E)		136,629.65

PART V. General Fund Worksheet

General Fund Budget:

A.	Adopted General Fund Budget	(V-A)		1,364,102.30
	1. BASE Budget Limit	(V-A1)	1,096,304.08	
	2. Over-BASE Budget	(V-A2)	267,798.22	

Funding The BASE Budget:

B.	Direct State Aid	(V-B)		555,439.21
	1. Direct State Aid Paid By State	(V-B1)	555,439.21	
	2. Direct State Aid Paid By Non-Isolated District	(V-B2)	0.00	
C.	Quality Educator	(V-C)		50,261.79
D.	At Risk Student	(V-D)		2,625.10
E.	Indian Education For All	(V-E)		3,913.00
F.	American Indian Achievement Gap	(V-F)		660.00
G.	Data For Achievement	(V-G)		3,746.75
H.	Special Education Allowable Cost Payment	(V-H)		26,754.00
I.	Remaining Fund Balance Available	(V-I)		219.42
J.	Non-Levy Revenue and Funding Sources	(V-J)		4,092.74
	1. Actual Non-Levy Revenue	(V-J1)	4,092.74	
	2. Anticipated Non-Levy Revenue	(V-J2)	0.00	
	3. TIF Applied To BASE Budget	(V-J3)	0.00	
	4. Excess Levy BASE	(V-J4)	0.00	
K.	Other Non-Levy Revenue and Funding Sources	(V-K)		0.00
L.	BASE Levy Requirements	(V-L)		448,592.07
	1. State - Guaranteed Tax Base Aid	(V-L1)	185,097.96	
	2.* District Property Tax Levy To Fund BASE (BASE Levy)	(V-L2)	263,494.11	
M.	**Subtotal of BASE Budget Revenue	(V-M)		1,096,304.08

Funding The Over-BASE Budget:

N.	Fund Balance & Non-Levy Revenue Available To Fund Over-BASE	(V-N)		0.00
O.	Over-BASE Only Revenues and Funding Sources	(V-O)		0.00
	1. Prior Year Excess Reserves Reappropriated (Over-BASE Only)	(V-O1)	0.00	
	2. Tuition	(V-O2)	0.00	



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

3.	Flexible Non-Voted Levy Authority Transferred from Other Funds	(V-O3)	0.00	
4.	Oil & Gas Revenues	(V-O4)	0.00	
5.	TIF Applied To Over-BASE Budget	(V-O5)	0.00	
6.	Excess Levy Over-BASE	(V-O6)	0.00	
P.	District Property Tax Levy To Fund Over-BASE Budget (Over-BASE Levy)(GF)	(V-P)		267,798.22
Q.	Subtotal of Over-BASE Revenue and Funding Sources	(V-Q)		267,798.22
Mill Levies:				
R.	District Non-Isolated Mills	(V-R)		0.00
S.	BASE Mills - Elementary	(V-S)		36.99
T.	BASE Mills - High School	(V-T)		0.00
U.	Over-BASE Mills	(V-U)		37.59
	1. District Property Tax Levy Mills	(V-U1)	37.59	
	2. Flexible Non-Voted Levy Authority	(V-U2)	0.00	
V.	Total General Fund Mills	(V-V)		74.58

* Should be approximately equal to (Taxable Value X .001) X BASE Mills

** BASE Budget Revenue cannot exceed BASE Budget Limit. Excess BASE Budget Revenue is reported on line V-O and is applied to the Over-BASE Budget



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

01 General Fund

Adopted Budget	0001	1,364,102.30
Budget Uses		
Expenditure Budget	0002	1,364,102.30
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Estimated Funding Sources		
Unreserved Fund Balance Reappropriated	0970	219.42
Direct State Aid	3110	555,439.21
Quality Educator	3111	50,261.79
At Risk Student	3112	2,625.10
Indian Education For All	3113	3,913.00
American Indian Achievement Gap	3114	660.00
State Special Education Allowable Cost Payment to Districts	3115	26,754.00
Data For Achievement	3116	3,746.75
State - Guaranteed Tax Base Aid	3120	185,097.96
Actual Non-levy Revenue and Funding Sources		
Tax Title and Property Sales	1130	0.00
Interest Earnings	1510	4,092.74
Revenue from Community Services Activities	1800	0.00
Other Revenue from Local Sources	1900	0.00
Rentals	1910	0.00
Dormitory Charges	1915	0.00
Contributions/Donations from Private Sources	1920	0.00
Textbook Sales and Rentals	1940	0.00
Fees - Users/Resale of Supplies	1945	0.00
Services Provided Other School Districts or Coops	1950	0.00
Services Provided Other Local Governmental Units	1960	0.00
Summer School Fees	1981	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Anticipated Non-levy Revenue and Funding Sources - BASE		
Oil & Gas Revenues - BASE Budget	0171	0.00
TIF Applied To BASE Budget	0174	0.00
BASE Excess Levy Amount	0177	0.00
Coal Gross Proceeds	1123	0.00
School Block Grant State Lands	3448	0.00
School Block Grant Coal Mitigation	3449	0.00
Federal Revenue in Lieu of Taxes	4800	0.00
Anticipated Non-levy Revenue and Funding Sources - Over-BASE		
Oil & Gas Revenues - Over-BASE Budget	0172	0.00
TIF Applied To Over-BASE Budget	0175	0.00
Over-BASE Excess Levy Amount	0178	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

Individual Tuition	1310	0.00
Tuition from School Districts Within State	1320	0.00
Tuition from School Districts Outside State	1330	0.00
State - Tuition for State Placement	3117	0.00

Other Non-levy Revenue

District Levy - Distribution of Prior Year Protested/Delinquent Taxes	1117	0.00
District Levy - Dept. or Revenue Tax Audit Receipts	1118	0.00
Penalties and Interest on Taxes	1190	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00

Levies

Mandatory Non-isolated Levy	1110(a)	0.00	
BASE Levy	1110(b)	263,494.11	
Over-BASE Levy	1110(c)	267,798.22	
District Tax Levy	1110		531,292.33
Total Estimated Revenues to Fund Adopted Budget	0004		1,364,102.30
Estimated Revenues Exceeding Adopted Budget	0004a		0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

10 Transportation Fund

Adopted Budget	0001	117,500.00
Budget Uses		
Expenditure Budget	0002	117,500.00
Add To Fund Balance	0003	0.00
Transportation Schedule Data		
On-Schedule	0005	20,008.08
Contingency	0006	2,000.81
Over-Schedule	0011	95,491.11
Fund Balance for Budget	TFS48	30,200.59
Operating Reserve	0961	23,500.00
Unreserved Fund Balance Reappropriated	0970	6,700.59
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Individual Transportation Fees	1410	750.00
Transportation Fees from Other School Districts Within State	1420	0.00
Transportation Fees from Other School Districts Outside State	1430	0.00
Other Transportation Fees	1440	0.00
Interest Earnings	1510	100.00
Other Revenue from Local Sources	1900	0.00
State - Tuition for State Placement	3117	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
CARES - Governor's Coronavirus Relief Fund Transportation	7710	0.00
Reimbursements		
County On-Schedule Transportation Reimbursement	2220	11,004.44
State - On-Schedule Transportation Reimbursement	3210	11,004.45
District Tax Levy	1110	87,940.52
District Mills	999	12.34
Total Estimated Revenues to Fund Adopted Budget	0004	117,500.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

11 Bus Depreciation Fund

Adopted Budget	0001	65,801.55
Budget Uses		
Expenditure Budget	0002	65,801.55
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	36,154.38
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	36,154.38
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	25.00
Other Revenue from Local Sources	1900	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Use Estimated Non-levy Revenue to Lower Levies? (Yes or No)		No
District Tax Levy	1110	29,622.17
District Mills	999	4.16
Total Estimated Revenues to Fund Adopted Budget	0004	65,801.55

Asset Information

Asset ID	Year Of Purchase	Original Cost	Depreciated Thru Last Year	20% Limit	Amount Depreciated
2020 ICRP (International)	2020	80,810.87	16,162.17	16,162.17	16,162.17
2018 BLUE BIRD	2017	67,300.00	40,380.00	13,460.00	13,460.00
Total					29,622.17



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

13 Tuition Fund

Adopted Budget	0001	14,402.04
Budget Uses		
Expenditure Budget	0002	14,402.04
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	2,835.64
Unreserved Fund Balance Reappropriated	0970	2,835.64
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	20.00
Other Revenue from Local Sources	1900	0.00
Direct State Aid	3110	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	11,546.40
District Mills	999	1.62
Total Estimated Revenues to Fund Adopted Budget	0004	14,402.04
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

14 Retirement Fund

Adopted Budget	0001	192,500.00
Budget Uses		
Expenditure Budget	0002	192,500.00
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	55,286.92
Operating Reserve	0961	38,500.00
Unreserved Fund Balance Reappropriated	0970	16,786.92
Estimated Funding Sources		
Interest Earnings	1510	800.00
Other Revenue from Local Sources	1900	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
County Retirement Distribution	2240	174,913.08
Total Estimated Revenues to Fund Adopted Budget	0004	192,500.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

17 Adult Education Fund

Adopted Budget	0001	27,500.00
Budget Uses		
Expenditure Budget	0002	27,500.00
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	8,210.93
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	8,210.93
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Fees for Adult Education	1340	2,500.00
Interest Earnings	1510	100.00
Other Revenue from Local Sources	1900	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	16,689.07
District Mills	999	2.34
Total Estimated Revenues to Fund Adopted Budget	0004	27,500.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

19 Non-Operating Fund

Adopted Budget	0001	0.00
Budget Uses		
Expenditure Budget	0002	0.00
Add To Fund Balance	0003	0.00
Transportation Schedule Data		
On-Schedule	0005	0.00
Contingency	0006	0.00
Over-Schedule	0011	0.00
Fund Balance for Budget	TFS48	0.00
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
Reimbursements		
County On-Schedule Transportation Reimbursement	2220	0.00
State - On-Schedule Transportation Reimbursement	3210	0.00
District Tax Levy	1110	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	0.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

28 Technology Fund

Adopted Budget	0001	19,637.38
Budget Uses		
Expenditure Budget	0002	19,637.38
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	498.23
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	498.23
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	20.00
Other Revenue from Local Sources	1900	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
State - Technology Aid	3281	1,119.15
District Tax Levy	1110	18,000.00
District Mills	999	2.53
Total Estimated Revenues to Fund Adopted Budget	0004	19,637.38
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

29 Flexibility Fund

Adopted Budget	0001	11,368.79
Budget Uses		
Expenditure Budget	0002	11,368.79
Add To Fund Balance	0003	0.00
Fund Balance for Budget	TFS48	11,268.79
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	11,268.79
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	100.00
Other Revenue from Local Sources	1900	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
State - Transformational Learning Aid	3760	0.00
State - Advanced Opportunity Aid	3770	0.00
Transfers for Transformational Learning	5304	0.00
District Tax Levy	1110	0.00
District Mills	999	0.00
Total Estimated Revenues to Fund Adopted Budget	0004	11,368.79
Estimated Revenues Exceeding Adopted Budget	0004a	0.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

50 Debt Service Fund

1

Taxable Value		7,124,119.00
Adopted Budget	0001	124,480.00
Budget Uses		
Expenditure Budget	0002	124,480.00
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	-334.38
Fund Balance In Sinking Fund	0960	0.00
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	0.00
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
Interest Earnings	1510	0.00
Other Revenue from Local Sources	1900	0.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
Montana Oil and Gas Tax	3460	0.00
Other Revenue	9100	0.00
Residual Equity Transfers In	9710	0.00
District Tax Levy	1110	124,480.00
Jurisdiction Mills	999	17.47
Total Estimated Revenues to Fund Adopted Budget	0004	124,480.00
Estimated Revenues Exceeding Adopted Budget	0004a	0.00

Bond Issues

Issue Type	Issue Date	Maturity Date	Issue Amount	Outstanding 6/30/21	Principal	Interest	Agent Fees
Elementary Refunding Bond	04/26/2011	06/30/2021	975,000.00	0.00	120,000.00	4,080.00	400.00
Total Bond Requirements							124,480.00
Total Debt Service Requirements						0002	124,480.00



Budget Report

FY 2021

16 Gallatin

Submit ID: 0364-49503952

0364 Gallatin Gateway Elem

61 Building Reserve Fund

Adopted Budget	0001	168,817.93
Budget Uses		
Expenditure Budget	0002	168,817.93
Add To Fund Balance	0003	0.00
TIF Fund Balance for Budget	TFS47	0.00
Fund Balance for Budget	TFS48	101,717.93
Operating Reserve	0961	0.00
Unreserved Fund Balance Reappropriated	0970	101,717.93
TIF Fund Balance Reappropriated	0973	0.00
Estimated Funding Sources		
Coal Gross Proceeds	1123	0.00
BR Permissive Revenues - Coal Gross Proceeds	1125	0.00
Tax Title and Property Sales	1130	0.00
BR Permissive Revenues - Tax Title and Property Sales	1131	0.00
Interest Earnings	1510	0.00
BR Permissive Revenues - Interest Earnings	1511	0.00
Other Revenue from Local Sources	1900	0.00
BR Permissive Revenues - Other Revenue from Local Sources	1901	0.00
State - School Major Maintenance Aid (SMMA)	3283	9,100.00
State - Payment in Lieu of Taxes - FWP	3302	0.00
BR Permissive Revenues - State Payment in Lieu of Taxes-FWP	3303	0.00
Montana Oil and Gas Tax	3460	0.00
BR Permissive Revenues - Montana Oil and Gas Tax	3461	0.00
Other Revenue	9100	0.00
BR Permissive Revenues - Other Revenue	9101	0.00
Residual Equity Transfers In	9710	0.00
Use Estimated Non-levy Revenue to Lower Levies? (Yes or No)		No
Building Reserve Voted Levy	1110(a)	35,000.00
Building Reserve Permissive Levy	1110(b)	23,000.00
District Tax Levy	1110	58,000.00
District Mills	999	8.14
Building Reserve Voted Mills	0134	4.91
Building Reserve Permissive Mills	0135	3.23
Total Estimated Revenues to Fund Adopted Budget	0004	168,817.93

Voted Reserve Authorities

Election Date	Total Authorized	Years Authorized	Levy Type	Levied Thru Last Year	Maximum Levy	Levy Amount
05/02/2017	175,000.00	5	612	105,000.00	35,000.00	35,000.00
Total						35,000.00

Paraprofessional Hire Recommendation

Motion: to hire Nikole Achziger \$14.00/hour not to exceed 40 hours/week for 190 full days (8 hours each day) and \$212.50/month flex (\$2125/year) as a Classroom Aide/Special Education Aide/Substitute Teacher/Lunchroom Supervisor/Crosswalk Duty/Secretary aide pending adequate fingerprint/background check.

Classroom Aide/Substitute Teacher/Playground Supervisor/Secretary

\$14.00/hour not to exceed 40 hours/week for 190 full days (8 hours each day) and \$212.50/month flex (\$2125/year).

Background:

This recommendation will fill one of the paraprofessional vacancies at GGS..

Recommendation:

Nikole Achziger

Rationale:

- Ms. Achziger has a Bachelor of Science degree from MSU
- She student taught in first grade at Gallatin Gateway School and is pursuing her Elementary Education Certification
- She was a long-term paraprofessional substitute at Gallatin Gateway School for the 2019-2020 school year.
- She has a heart for children and understands the expectations of Gallatin Gateway School as a paraprofessional

2020-2021 Extra- Curricular Positions Salary

Extra Duty/Assignment	19-20 Stipend	20-21 Recommended Stipend	Responsibilities	Recommended Employee
Mentor	\$300.00	\$300.00	<i>Mentoring new teachers, 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.</i>	TBD
Mentor (external)	\$500.00	\$500.00	<i>Mentoring new music teacher, weekly/monthly meetings as needed to assist the new teacher with with curriculum planning and classroom management as needed.</i>	TBD
Student Council Advisor	\$600.00	\$600.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings approx. 2x month Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary.	TBD
Washington DC Advisor (8th Grade)	\$1,000.00	\$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 (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.	Ashley Davis
Washington DC Assistant Advisor	\$375.00	\$375.00	Assist the primary advisor with planning and organizing the 8th grade Washington DC trip. Will attend evening parent meetings as necessary to plan and prepare for the DC trip and all fund-raisers. Will help plan and organize fund-raisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and assist with tours while in DC.	TBD

2020-2021 Extra- Curricular Positions Salary

Extra Duty/Assignment	19-20 Stipend	20-21 Recommended Stipend	Responsibilities	Recommended Employee
Expedition Yellowstone Advisor (6th Grade)	\$600.00	\$600.00	Responsible for planning and organizing the 6th 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.	Sarah Malott
ButteTrip Advisor (5th Grade)	\$150.00	\$150.00	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.	Alix Davis
Librarian Extra Duty	\$0.00	\$1,000.00	Summer Reading Program, Outside of Contract hours work, Schoolwide Inventory Support, Book Fair	Jamie Heatherington
Athletic Director	\$1,400.00	\$5,000.00	See Athletic Director Job Description.	TBD
Volleyball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Volleyball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	TBD
Boys' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Boys' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	TBD
Girls' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Girls' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	TBD
Cheerleading Head Coach (boys' season)	\$510.00	\$510.00	See Head Coach Job Description	TBD
Wrestling Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Track Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Mike Coon
Track Assistant Coach (up to 3)	\$400.00	\$400.00	See Assistant Coach Job Description	Ashley Davis

Gallatin Gateway School



Student and Parent Handbook

The Core Purpose of Gallatin Gateway School:

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.

Stay Connected to
Gallatin Gateway School

1. Phone

Parents and students can call their child's teacher by calling 406-763-4415. If you are calling during instructional time, your call will be directed to voicemail. If it is urgent, call the front office, and we can get a message to the teacher.

Kindergarten	ext. 27
First Grade	ext. 31
Second Grade	ext. 26
Third Grade	ext. 18
Fourth Grade	ext. 19
Fifth Grade	ext. 20
Sixth Grade	ext. 16
Seventh Grade	ext. 15
Eighth Grade	ext. 21
Tech/Math/PE	ext. 23
Library	ext. 22
Music/PE	ext. 30
Special Education	ext. 29

2. Gallatin Gateway School Website at www.gallatingatewayschool.com

Visit to find out information about the school

3. Class room Newsletters/ Announcements

There will be information sent home with students concerning upcoming events and school announcements. This information can also be found at www.gallatingatewayschool.com.

You can follow fun Gator news on Facebook at <https://www.facebook.com/Gallatin-Gateway-School-108233230594139/>

4. PowerSchool

Parents have the opportunity to log-in to a secure area and view their child's progress in each class. Teachers can also provide parents with comments on their child's progress on each assignment and attendance. You can log into this secure site by visiting the school website (www.gallatingatewayschool.com) and clicking on the PowerSchool icon. For your future reference you can enter your unique username and password here.

Username: _____

Password: _____

If you don't have or have forgotten your username and password, please contact the front office for assistance.



GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY , MT 59730

Dear Parents and Guardians,

On behalf of the School Board and Staff, I want to welcome you to an amazing year at Gallatin Gateway School! After completing last school year through distance learning, I am so looking forward to having children back in the building and using what we learned last Spring, as we move into the new school year! I predict another exciting year, and I know that would not be possible without all of the support we receive from you, our Partners in Education, Gateway Youth Group, our GGS Foundation, Athletic Boosters, and a multitude of volunteers. I look forward to seeing each of you as you support your children and our school on the journey of learning this year!

Please take time to review the information in this handbook. It is your guide to our school's procedures, student, teacher and parent expectations. Parent, community and teacher input helped with the changes in the handbook this year. Understanding "The Gator Way" is imperative, as we work to maintain a safe and positive learning environment. We continue to use Multi-Tiered Systems of Supports which promote and reinforce our positive behavioral and academic expectations. This allows all of us to create a school which embraces an engaging learning culture, so every Gator has the opportunity to thrive, both now, and in the future.

The beginning of this school year sees some new changes. Most significantly are the changes required of our staff and students as we follow CDC Guidelines to ensure the health and safety of everyone in regards to the COVID-19 Pandemic. We also welcome some new teachers and paraprofessionals to the Gator family! We are moving forward with excitement of possible improvements to our building, as the Building Committee works toward a solid plan that could include major renovations through a bond election! Together, we can continue achieving excellence at Gallatin Gateway. I look forward to meeting each of you, and I know you will continue to be an active participant at our great school!

We encourage you to continue your active involvement in your child's education. From volunteering in your child's classroom, participating in Partners in Education, Athletic Boosters, or by continuing a positive ongoing conversation with your child's teacher about their success, we cherish any time you reach out and help our school thrive, and we celebrate! We know you value an excellent education for your children, and we look forward to seeing your involvement and help to continually improve that education at Gallatin Gateway School.

If you have any questions about the handbook, our school, or anything else, please feel free to contact me!

Sincerely,
Theresa Keel
Superintendent

406-763-4415

keel@gallatingatewayschool.com

Table of Contents

Student and Parent Handbook

Purpose	7
School Board	7
Policy	7
Philosophy	7
Core Values	7
Equal Opportunity	7
School Support	8
Parent Involvement	8
Partners in Education	8
Booster Club	8
Gateway Youth Group	8
Gallatin Gateway School Foundation	8
Later Gators	8
Student Information	8
School Day	8
Learning Lab	8
Telephone	8
Visitation	8
Parental Custodial Arrangements	9
Lost and Found	9
Report Cards	9
Grading Scale (K-2)	9
Grading Scale (3-8)	9
Types of Records	9
Permanent Records	9
Cumulative Records	9
Parents and Students Rights to Records	9
Directory Information	10
Safety	10
Closed Campus Policy	10
Off-Limits Area	10
Disaster Procedures	10
Bicycles/Motorized Vehicles	10
Crosswalk	10
Asbestos	11
School Food Program	11
Afterschool Snack Cart	11
Transportation	11
School Bus	11
Bus Changes	11
Bus Safety	12
Parent Responsibilities	12
Bus Video	12
Inclement Weather Conditions	13
School Bus Fees	13

Table of Contents

Student and Parent Handbook

Attendance	13
Late Arrival to School K-5	14
Middle-School Class Tardiness	14
Homework/Makeup Policy	14
Admission of Out-of-District Students	14
Health	14
Immunization Records	14
Minimum Requirements for School Entry	14
Medical Exemption for Required Immunizations	15
Administering Medicines to Students	15
Emergency Administration of Medication	16
Self-Administration of Medication	16
Handling and Storage of Medications	16
Self-Administration of Asthma Inhalers and Epinephrine Pens	17
Disposal of Medication	17
Students: Emergency Treatment	17
Substance Abuse	18
Lockers	18
Valuables and Money	18
Cell phones and Other Electronic Equipment	18
Textbooks	18
Athletics and School Functions	19
Athletic Eligibility Guidelines	19
Conduct/Sportsmanship	19
Behavior	19
Mission of MBI	19
MBI Guidelines	19
School-Wide Expectations	20
Discipline Philosophy	20
Bullying, Harassment, Peer to Peer Aggression	20
Bullying is Not Tolerated at Gallatin Gateway	21
Sexual Harassment	21
Classroom Discipline	22
Lunchroom Rules and Procedures	22
Playground Rules	22
Chewing Gum	24
Student Dress Expectations	24
Definitions of Unacceptable Behaviors	24
Public Display of Affection	24
Willful Disregard for the Safety of Others	24
Unacceptable Language	24
Bullying/Harassment /Creating a Hostile Environment	24
Willful Disobedience/Respect	24
Deceit	25
Fighting	25
Assault	25
False Fire/Emergency Alarm	25
Bomb Threat	25
Possession of a Prank Device	25

Table of Contents
Student and Parent Handbook

Possession of a Weapon	25
Possession of a Firearm	25
Vandalism	25
Theft	25
Arson	25
Possession or Use of Tobacco, Consumption of Drugs or Alcohol	25
Distribution of Drugs or Alcohol	25
Uniform Complaint Procedure	25
Filing a Complaint	25
Investigation	25
Decision and Appeal	26
Appendix	27
Discipline Matrix	27

GALLATIN GATEWAY SCHOOL
CONTACT INFORMATION

ATTENDANCE:

763-4415 ext. 11

MAIN OFFICE:

763-4415 ext. 10

SUPERINTENDENT:

763-4415 ext. 13

E-MAIL:

keel@gallatingatewayschool.com

FAX:

763-4886

WEBSITE:

www.gallatingatewayschool.com

MAILING ADDRESS:

PO BOX 265

GALLATIN GATEWAY, MT 59730

PHYSICAL ADDRESS:

100 MILL STREET

GALLATIN GATEWAY, MT 59730

COUNSELOR:

763-4415 ext. 28

TITLE 1/LEARNING LAB:

763-4415 ext. 24

Purpose

The purpose of this handbook is to describe the educational beliefs, programs, and processes of Gallatin Gateway School. Gallatin Gateway School board members, educators, parents, and community members have teamed together to provide the best possible education for our children and we invite the school community to become active participants in our educational process.

School Board

Policy

The Gallatin Gateway School Board of Trustees generates policies for the purpose of governing the school. These policies are dynamic in nature and are reviewed and revised yearly to ensure that they continue to closely address the changing needs of the students and the District. A copy of the Gallatin Gateway School District Policy Manual is on the District Website. The procedures in this handbook are developed from policies addressing areas of interest for students, parents, and community members.

Philosophy

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

The Board will lead in creating, maintaining, and improving the school for the children's educational needs. Organization, staffing, programming, teaching, and funding will all be developed with a focus on the Core Purpose of Gallatin Gateway School. 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.

Core Values of Gallatin Gateway School

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

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

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

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

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

Equal Opportunity

Every student has the right to the same education, regardless of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

All opportunities shall be allowed for every student, including all educational and extracurricular activities. A student with a problem pertaining to equal opportunity should contact the Gallatin Gateway School Counselor who acts as the District's Title IX Coordinator.

School Support

Parent Involvement

Gallatin Gateway School District is committed to providing opportunities for parental involvement in every aspect of a student's education. We ask that parents help in our efforts to create and maintain a safe and positive learning environment for our students, as well as, a safe and positive working environment for our staff.

Partners in Education (PIE)

Partners in Education is a partnership of community members, parents, teachers, students, and administration working together to provide educational opportunities for Gallatin Gateway School students.

Booster Club

The Booster Club is an organization headed by parents and community volunteers and supports the Gallatin Gateway athletic programs. Fund-raising efforts of the Booster Club support our students' athletic endeavors. The Booster Club is supported solely through donations and volunteers.

Gateway Youth Group (GYG)

The Gateway Youth Group is an independent 501(3)c, which provides fun, educational programs and opportunities that enrich the lives of Gallatin Gateway youth.

Gallatin Gateway School Foundation

The Gateway School Foundation is an independent 501(3)c dedicated to preserving and expanding Gallatin Gateway's commitment to excellence in public education.

Mission: The Gallatin Gateway School Foundation provides resources to inspire learning, enrich teaching, and create opportunities for students through community support.

Contact information for all of the above named organizations can be obtained by contacting the Gallatin Gateway School office and/or visiting the school website at gallatingatewayschool.com.

Later Gators

Later Gators, an afterschool program through the United Way, runs from 3:20-5:30 Monday through Friday. The program provides extended learning opportunities for students in grades K-5.

Student Information

School Day

The school day for grades K-8 is from 8:00 am to 3:15 pm. Office hours are from 7:30 am to 3:50 pm Monday-Thursday, and 7:30 am to 3:20 pm on Fridays. The playground is supervised between 7:50 am to 8:00 am, when school is in session.

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework when school is in session.

7:30 am - 8:00 am, M-F

3:15 pm - 3:50 pm, M-Th

At the end of the day, parents should be on time to pick up children. The Learning Lab is not available after school on Friday.

Telephone

Students may use the school office phone in case of an emergency. Students should request a phone pass from their classroom teacher to use the phone during the school day. Students will be allowed to use the office phone after school for parent transportation.

Visitation

Parents and guardians are always welcome to visit their child's classroom to observe the educational process, provided it does not create a disruption to the learning environment. Please prearrange the visit with the teacher. Parents or guardians having particular concerns to discuss with the teacher should arrange a conference time with the teacher. Students may bring guests to school after receiving approval from the Superintendent and their teacher(s). For everyone's safety, we ask:

When arriving to the school.

1. Stop at school office
2. Sign in, Take Temperature

3. Obtain visitor badge from Office staff listing Name, Date, and Destination
 4. Display your visitor badge so it is visible to students and staff
- When departing from the school...
1. Stop at school office
 2. Sign out, Take Temperature
 3. Return your visitor badge to office staff for disposal

Parental Custodial Arrangements

The school Superintendent should be made aware of all parental custodial rights concerning students, and it is recommended that a copy of a court approved parenting plan be on file at the school.

Lost and Found

All items found in the school that have been left by students will be placed in the lost and found. At the end of each quarter, items remaining will be taken to a community charity.

Report Cards

The assessments for students are distributed quarterly (approximately every nine weeks). Progress Reports will be issued midterm to keep parents and students informed of academic progress. Classes are weighted depending on instructional time. Core classes (math, science, English and social studies) meet every day and are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

Grading Scale: (K- 2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3 -8)

Letter	%	Grade Point
A+	100-99	4.0
A	98-94	4.0
A-	93-90	4.0
B+	89-88	3.0
B	87-84	3.0
B-	83-80	3.0

C+	79-78	2.0
C	77-74	2.0
C-	73-70	2.0
D+	69-68	1.0
D	67-64	1.0
D-	63-60	1.0
F	59-00	Failing

Types of Records

Permanent Records

Permanent records are confidential and required by all schools. Parents have access to them under Access Rights. They are kept current and accurate in a fireproof file in a vault in the school building. They include:

1. Name and address of student
2. Name and address of parent(s) or guardian
3. Date of Birth (Birth Certificate)
4. Academic work completed
5. Level of Achievement (e.g., grades, standardized test scores, grade level completed)
6. Immunization record
7. Attendance Data

Cumulative Records

Cumulative records are confidential and also available to parents under Access Rights. They are periodically reviewed and kept in locked storage. They include:

1. Access Log
2. Health Records
3. Standardized test results (e.g., intelligence, aptitude, state, etc.)
4. Verified information of clear relevance to the student's education
5. Information pertaining to release of this record
6. Parent authorization or prohibitions

Parents and Students Rights to Records

The District maintains the two types of records mentioned above. The Family Educational Rights and Privacy Act (FERPA) allows certain rights to the parents/guardians. These rights include:

- The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.

- The right to request the amendment of the student's education record that the parent(s)/guardian(s) believe is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
- The right to a copy of any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Directory Information

Regarding student records, federal law requires that 'directory information' on your child may be released by the District to anyone who requests it unless you object to the release of any or all of this information. Directory information ordinarily includes:

- Student's name
- Student's address
- Telephone number
- Electronic mail address
- Date of birth
- Participation in officially recognized activities and sports
- Photographs, videos
- Dates of attendance
- Grade level
- Honors and awards received in school

Gallatin Gateway School ONLY releases the following Directory Information to school-related organizations, news outlets, other parents, and photographers (for the purposes of school related photos):

- Student's name
- Participation in officially recognized activities and sports
- Photographs, videos
- Grade Level

- Honors and awards received in school

If there is an external request for any other Directory Information of a student, the school will contact the parent for specific permission.

Safety

Closed Campus Policy

Students are not permitted to leave the school grounds without adult supervision during school hours.

Off-Limits Area

Outdoor areas outside the playground area are off-limits to students. The playground area is bordered by the log fence to the east, the fence to the south, the bus lane and fence on the west, and sidewalks on the north.

Disaster Procedures

Emergency drills will occur on a regular basis as required by state law. Teachers will instruct and practice appropriate procedures for drills throughout the school year and post exit maps near each exit door. In the event of a disaster, Gallatin Gateway School will implement procedures to safeguard students.

Bicycles /Motorized Vehicles/Skateboards

Riding bicycles to school is permitted if the bicycles are walked across the sidewalk, parked immediately and placed properly in the bike rack, when the student arrives at school. Provisions should be made for locking the bicycle. We encourage students to wear helmets when riding bikes and skateboards. Riding bicycles and skateboards on the school grounds is not permitted. Motorized vehicles are prohibited on the school grounds.

Crosswalk

Students who walk to school or are dropped off or picked up on the north side of Mill Street must use the crosswalk to cross. Crosswalk assistance is provided to students from 7:45-8:00 am and from 3:15-3:30 pm each day school is in session.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway Schools hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office.

School Food Program

Breakfast is served at 7:40 am every morning and Second Chance Breakfast for grades 3-8 is served at 9:00 am, snack for K-2 is served at 2:00 pm. Lunch is served at 11:23 am for grades K-2, 12:03 for grades 3-5, and at 12:45 pm for grades 6-8. All students, parents, staff and community members are encouraged to eat school lunch every day! In order to optimize the student's learning capability, all students are required to have lunch every day. This can be either the hot lunch served at school or a cold lunch from home. Microwave use is not available for students.

Gallatin Gateway School offers qualifying families a free lunch program and also a reduced lunch program. These forms are available throughout the year at the office. These forms are confidential and every family is encouraged to apply, even if they think they may not qualify. Also, if during the year a family has financial hardships, we encourage them to stop by the office and complete the form. Free and reduced lunch can be used all year, or month-to-month depending on family needs. Many grants the school applies for are awarded to schools based on the number of families that qualify for the free/reduced

program. Please, remember that families who qualify do not necessarily need to participate in the program for the school to earn credit toward the grant. This program ensures a balanced meal to every student, every day. Please participate!

Student breakfast and lunch accounts are prepaid. Please, have students bring their lunch money to the office for it to be credited to their account. You may also prepay for your student's breakfast and lunch account through our [online pay system](#). [Student and Adult breakfast and lunch prices](#) are available on the School Website.

Afterschool Snack Cart

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as: fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. The afterschool snack cart is open Monday-Thursday from 3:15-3:30 pm.

Transportation

School Bus

The following information for parents and passengers states the rules and regulations for riding the school buses to ensure a safe and pleasant experience for the students. Students choosing not to follow the bus rules may be suspended from riding the bus or face other consequences. The bus driver will assign a seat to each student on the bus.

Bus Changes

Due to ensuring the safety of children on the school buses, students who are registered to ride the bus must ride the bus on which they are scheduled.

Students whose parents wish them to ride the bus to any destination other than home must present a signed parent/guardian note to the bus driver. The note must be dated and signed by the parent.

If there is an unforeseen emergency, the parent may call the office and give the school permission to provide the note in lieu of the parent-signed note.

Bus Safety

In addition to the following, all GGS Behavior and Discipline outlined in this handbook apply while waiting for, loading, riding, and leaving the bus.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

Student Responsibilities Prior to Loading the Bus

- Be at the designated loading zone no less than five minutes prior to the scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and immediately go to assigned seat and be seated.

While on the Bus:

- The driver is completely in charge and must be obeyed.
- Observe all school rules.
- Remain seated while the bus is in motion.
- Keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus, throw anything from the bus or damage any parts of the bus. Offenders will provide restitution.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency evacuation procedures.
- No personal audio equipment, electronic games or cell phones must be kept in the

student's backpack and not used on the bus.

- No drinking or eating on the bus. Any food or drinks must be kept in the student's backpack.

Leaving the Bus:

- Do not get up to leave the bus until the bus has stopped.
- Cross the road, when necessary, at least ten feet in front of the bus.
- The driver is not to discharge students at places other than their regular stop or at school unless the driver has proper authorization from parents.

Parent Responsibilities

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the driver's instructions.
- Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- Make plans for weather emergencies should school be dismissed early.
- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.

Bus Video

The Board authorizes the use of video cameras with sound on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus. The District will comply with all applicable state and federal laws related to record maintenance and retention.

The District may choose to make video recordings a part of a student's educational record

or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Inclement Weather Conditions

Students and parents can listen to the radio reports concerning questionable weather. It is the parents' responsibility to bring their student to and from school if the buses aren't running, unless school is closed.

School Bus Fees

Gallatin Gateway provides bus service to all students residing in the District. The state helps finance transportation only for those students who live farther than three-miles from the school. Therefore, the district must assess a bus fee to families living within a three-mile radius of the school and to out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or when the bus cannot make its regular run.

Attendance

PLEASE DO NOT SEND YOUR STUDENT TO SCHOOL IF THEY ARE SICK OR HAVE SIGNS OF ILLNESS.

In the event of illness or other unavoidable absences, please notify the school office by phone by 8:30 a.m. If a child is not at school and the school does not receive a phone call, the Administrative Secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

Parents will be notified using the following procedure in the event of excessive absences:

ABSENCES- Determined by quarter (about 45 days):

- Five or more absences/quarter: parents will receive a phone call and a letter regarding absences and school policy.
- In the event of excessive absences, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, School Resource Officer, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

The attendance plan will be designed in a way to support increased school attendance. Failure to follow the attendance plan may cause the following:

- a recommendation may be made by the District Superintendent for grade-level retention. The parent(s)/guardian(s) will be notified by the District Superintendent in writing if a recommendation for retention is made.
- a letter may be sent to the truancy office of the Gallatin County Sheriff's Department
- a complaint of neglect may be reported to the Department of Family Services.

Student attendance is recorded based on an entire day or ½ day.

1. Students arriving to class after 8:00 am but before 8:20 am will be counted tardy.
2. Students arriving to class after 8:20 am will be counted absent for ½ day.
3. Students who are absent for less than 3 hours of instructional time will be counted absent for ½ day.
4. Students who are absent for 3 hours or more of instructional time will be counted as a full day absence.
5. An absence on an Early Release Day counts as a full day absence.

Students are to check out at the office when leaving and check back in when returning. Students are required to have an office pass to enter class late or after leaving the building.

Late Arrival to School – K-5

- After 4 or more occurrences of arriving to school after 8:00 am, the parent will receive a phone call from the school.
- In the event of excessive tardiness, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

Middle School Class Tardiness

- 1st Tardy: Teacher/Student conference.
- 2nd Tardy: Student completes reflection sheet.
- 3rd Tardy: Detention will be assigned.
- 4th Tardy: A meeting will be held with parents to develop a behavior plan.

Homework/Makeup Policy

A student shall be allowed one (1) makeup day for each day of a non-school related absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of an out-of-school suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom. If there is a pre-planned absence, student should request assignments prior to absence.

Admission of Out-Of-District Students

Gallatin Gateway School recognizes that the educational needs of resident students require an orderly education process, free from disruptive influences, overcrowding, and violence. The admission of out-of-district students will be made on the following criteria:

- The student must be in good standing with the most-recently attended school in terms of academics, attendance, and conduct. The student must demonstrate a clean behavior record, lack of truancy, have passing grades, and present no educationally related detriment to the students of Gallatin Gateway School.
- Gallatin Gateway School has the option of admitting out-of-district students who do

not meet all of the above criteria if the student and parents agree to special conditions of admittance.

- The Board will not admit any student who is expelled from another school district.
- The district will not accept out-of-district students who would the district to exceed the class size standards under Montana Law.

Health

Gallatin Gateway School, through the generosity of First Presbyterian Church, has a School Nurse Practitioner on staff at least one day a week.

- The District provides Special Education services to meet the criteria prescribed by law.
- Athletic Physicals can be done through the school nurse
- Vision screenings are provided by the Gallatin Empire Lions Club.
- Speech and language screening is provided by referral.
- Hearing screening is provided for new students, referrals, and those in kindergarten, first grade and in special education.
- We participate in "Child Find" screening in the fall for any child, birth through five years of age. Our resource room teacher paraprofessionals, and the Gallatin Madison SPED Co-op service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Superintendent.

Immunization Records

Interpretation of immunization records for school entry can be confusing. The following are some helpful guides along with a review of the Immunization Law Requirements for Montana Schools.

Minimum Requirements for School Entry VACCINE: Polio

DOSES: Three doses, but one more dose if the third was given before the fourth birthday.

INFO: The primary series of oral polio vaccine (OPV) consists of three doses given six to eight weeks apart. The same dose requirements that apply to OPV are required if inactivated polio vaccine (IPV) or a combination of both OPV and IPV are used.

VACCINE: DT/DTaP/Td/Tdap

DOSES: Four doses, but one more if the fourth was given before the fourth birthday.

INFO: A student enrolling in kindergarten through eighth grade needs at least four doses of Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, or Tdap) vaccine given as any combination of DTaP, DT, Td, or Tdap. In addition, all students entering 7th grade must have a Tdap booster after turning 10 years old.

VACCINE: MMR

DOSES: Two doses, one dose on or before the student's first birthday and one more dose upon entry to kindergarten if not earlier.

INFO: Date given must be on or before first birthday, second dose is required before school entry.

VACCINE: VARICELLA (CHICKENPOX)

DOSES: Two doses, one dose on or after first birthday and one dose upon entry to kindergarten if not earlier.

INFO: A student enrolling in kindergarten through eighth grade needs at least two doses of Varicella vaccine. First dose must be administered on or before the student's first birthday and the second dose is required before school entry.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form should be completed. If the student has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next series is due. In order to remain, the student must continue to receive all remaining doses in a timely manner. If the student fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school Superintendent or that person's designee.

Medical Exemption for Required Immunizations

"(2) When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school, or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend school or medical circumstances relating to him indicate that some or all of the required immunizations are not considered safe and indicating the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization, he is exempt from the requirements of this part to the extent indicated by the physician's statement. The statement must be maintained as part of the person's immunization records." MCA 20-5-405(2)

The law also allows for exemptions, if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be renewed each year on an affidavit. (Affidavit- Appendix)

Administering Medicines to Students

Any school employee authorized in writing by the school Superintendent:

- May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing.
- May assist in self-administration of a prescription drug to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing.

No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy, except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee

and should not be practiced by any school personnel.

The Board will permit the administration of medication to students in schools. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the Superintendent or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self-administration of medication from the student's parent or guardian.
- The appropriate staff are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school Superintendent may assist with self-administration of medications provided that only the following acts are used:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medication.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
- Opening the lid of the above container for the student.
- Guiding the hand of the student to self-administer the medication.
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
- Assisting with removal of a medication from a container for students with physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five school day supply of a medication for a student will be stored at the school. All medication, prescription and nonprescription, will be stored in its original container.

Self-Administration of Asthma Inhalers and Epinephrine Pens

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

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

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

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building Superintendent or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Disposal of Medication

School personnel must either return to the parent or destroy any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven-day period of notification by school authorities will be destroyed by the Superintendent in the presence of a witness.

Students: Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached. When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school official shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and if, in the judgment of the person in charge, immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

A person with a valid First Aid card shall be present for all field trips, athletic and other off-campus trips.

Substance Abuse

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school sanctioned functions. The school playground and surrounding property is designated as a drug free school zone.

Lockers

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed.

Personal combination locks are allowed for students in grades 6-8 only and must be registered at the office. Carabineers (without locking ability) are allowed for students in grades 3-8 only.

Searches of Student and school property.

School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks) without notice or consent of the student. School authorities may search a student, a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Valuables and Money

Unless necessary for a school sponsored event, students are asked not to bring valuables or money to school. If necessary, they may ask the office to hold such items. The school is not responsible for valuables/money left in lockers, classrooms or locker rooms.

Students are encouraged not to bring items such as electronic devices, cell phones, skateboards, etc. to school. However, if these items are brought to school they are to be promptly placed in the student's locker or backpack and not removed until the end of the day.

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, wearable communication devices and other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

At no time will any student operate a cell phone, wearable communication device, or other electronic device with video or audio capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

These devices must be kept in lockers or backpacks and turned off during the instructional day. Use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, use of these devices is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian at the end of the day. Repeated use of such devices will result in disciplinary action (see disciplinary actions).

Textbooks

Board-approved textbooks and instructional materials are provided free of charge for each class. Books must be covered by each student, as

directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student that damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made by payment.

Athletics and School Functions

Athletic Eligibility Guidelines

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of a student's total education experience. Responsibility for this rests through active participation of students, parents, and school staff.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community.

The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

All students enrolled full or part time are eligible for participation in all sports.

Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days prior to any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns on any sports program. One year's acceptance does not guarantee another year's acceptance.

All students outside the district who are not academically enrolled are not eligible to participate in any sports.

All student participants should plan to start practice on the scheduled first day of practice. No student will be allowed to join a team after the first two weeks of the season unless they obtain prior approval from the Athletic Director and/or Superintendent.

Conduct/ Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. They must follow the conduct outlined in both this handbook and the GGS Athletic Handbook. Their actions should reflect favorably on themselves, their teammates, and the school.

If a special incident arises, which may not be covered in the Athletic Handbook, the issue shall be submitted to the Superintendent, who will follow the District's Grievance Procedure for a determination and resolution.

Behavior Expectations

Mission of the MBI

The Montana Behavioral Initiative (MBI) is envisioned to be a comprehensive staff development venture created to improve the capacities of schools and communities to meet the diverse and increasingly complex social, emotional, and behavioral needs of students. MBI will assist educators and other community members in developing the attitudes, skills, and systems necessary to ensure that each student leaves public education and enters the community with social competence appropriate to the individual regardless of ability or disability.

MBI Guidelines for Student Success

All across our nation and our state, parents, teachers, and community members are concerned with the social development of our children. Increased occurrence of aggression, irresponsibility, and mismanagement of anger among our youth is disturbing. Children need strategies to solve problems contributing to unresolved anger. As a model site for MBI,

Gallatin Gateway School has committed itself to finding such solutions.

Supported by MBI, the Gallatin Gateway staff has developed programs and practices which teach students skills for success in the areas of personal, social, and career readiness. Other traditional Montana values incorporated into the program include a challenging curriculum that reinforces hard work and modeling communication among all school staff, parents, students, and community members.

School-Wide Expectations

As an MBI school, Gallatin Gateway School has developed three specific school-wide expectations that guide student behavior.

These expectations are:

- Be Safe
- Be Responsible
- Be Respectful

Discipline Philosophy

A major goal of the staff at Gallatin Gateway School is to establish a safe, secure, and happy atmosphere throughout the school in which all children are given an opportunity to learn and develop as individuals. The general rules of the school exist to prevent injury, protect the rights of students and staff members, and promote a positive learning atmosphere. The fundamental right of every teacher is the right to teach. The fundamental right of every student is the right to learn. Behavior that interferes with either of these rights is unnecessary and unacceptable.

Gallatin Gateway School Staff believes that children learn best when they feel themselves to be part of a safe, understanding, and secure community. Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful feedback, celebration of successful behavior, and consistent implementation of behavioral guidelines highlight our program. Gallatin Gateway teachers are both compassionate and firm.

Each teacher develops expectations, procedures and rules with his/her individual class, which is sent home. These clearly stated plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive.

It is expected that students be respectful and cooperative with staff members, substitute teachers, volunteers, and other students. There is not a rule for every possible action that violates the rights of others. Any act that disrupts learning, is disrespectful, or causes danger to people or destruction of property is against the rules. In all communications with students, but particularly in disciplinary situations, teachers and staff understand their role in respecting the dignity of students. Children need guidance and discipline as they develop; Gallatin Gateway Staff understands how we give this guidance is crucial. The Gallatin Gateway staff sets the tone through our own actions and attitudes.

The GGS Discipline Matrix is available in the Appendix.

Bullying, Harassment, Peer-to-Peer Aggression

Everyone at Gallatin Gateway School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Respect and kindness are the cornerstones of all our interactions and behaviors. At Gallatin Gateway School, we recognize and confirm the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. In order to prepare students to live in a complex and ever-changing society, we, as educators and parents, have the responsibility to help our children acknowledge diversity and build unity by practicing hospitality, civility and respect. Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, making remarks of a personally insulting or destructive nature toward any other person for any reason, intentional or unintentional, will not be tolerated at Gallatin Gateway School.

Bullying is repeated, targeted, unwanted, aggressive, unfair, and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying occurs when a more dominant individual exhibits aggressive behavior intended to, and does, cause distress to or creates a hostile environment for a less dominant individual.

Gallatin Gateway School has predictable and escalating consequences for peer-to-peer aggression.

Bullying is not tolerated at Gallatin Gateway School.

Gallatin Gateway School will implement the Second Step Bullying Prevention Unit. This curriculum teaches the 3 R's of Bullying: Recognizing, Reporting, Refusing.

Lessons include:

1. Recognizing Bullying
 - a. Is it mean on purpose?
 - b. Am I able to get it to stop?
2. Reporting Bullying
 - a. "I need to report bullying."
3. Refusing Bullying
 - a. Stop it!
 - b. Stand up!
4. Bystander Power
 - a. Be Respectful and kind.
 - b. Include others.
 - c. Stand up for someone being bullied.
 - d. Don't join in.
 - e. Walk away and report.

Gallatin Gateway faculty and staff do the following to prevent bullying and help children feel safe:

- Closely supervise in all areas of the school and playground.
- Take family concerns seriously about bullying.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Look into all reported bullying incidents.

- Assign consequences for increasing severity of bullying.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the Second Step Bullying Prevention Unit program school wide. Lessons on bullying will be taught at least once a month in each grade.

Sexual Harassment

Sexual harassment of any kind is strictly prohibited. Sexual harassment includes, but is not limited to, an employee, District agent, or student making unwelcome advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature. Sexual harassment also includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Harassment:

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

If a student believes harassment has occurred, a teacher, counselor, Superintendent, or Title IX coordinator should be contacted, who will then assist the student in filing a complaint. If the supervisors or teachers fail to help report the incident or condone the incident, they may be subject to punishment themselves.

Classroom Discipline

Each classroom teacher uses a classroom management plan which is explained to the students. Copies are available to parents/guardians.

Lunchroom Rules/Procedures

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Sit in assigned seat.
- Remain seated unless given permission to get seconds or clean up.
- Wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have left their classroom for lunch.

Playground Rules

The following procedures and rules address the supervision of your child at play. Please discuss these with your child. Students will be supervised on the playground at all times.

Common sense is the first rule for determining whether activities are safe or not safe. If the playground supervisor determines that an activity/behavior is unsafe, it must be stopped.

Dress Appropriately for the Weather

Students are expected to dress appropriately for the seasonal conditions. Students should consistently wear hats, warm coats, socks, gloves, and boots during rain or snow conditions. Please label these garments with the child's name. Shorts may be worn year around, but remember that all children will be expected to go outside at recess time if weather permits. Seasonal outdoor clothing is not permitted in the classroom.

Students in K-4 will wear snow boots when there is snow on the ground. They will wear snow pants to play in the snow or to play on any equipment that is wet or snow-covered. Students without snow pants will be required to stay on the paved areas of the playground.

Responsible Playground Behaviors

Students will:

- Show respect for other students and staff.
- Follow directions of all school personnel.
- Cooperate and use good sportsmanship.
- Use all playground equipment safely and in the manner in which it was intended.
- Keep hands, feet, and objects to self.
- Stay in boundaries.
- Gather equipment when the bell rings and line up quickly.

Inappropriate Playground Behaviors

- Swearing, rudeness, name-calling, spitting, or defying authority
- Eating food or chewing gum
- Inappropriate or obscene gestures
- Fighting, tackling, pushing, wrestling, or shoving another student
- Throwing snow, rocks, sticks, etc
- Sliding on ice or playing in water
- Piggy back rides, chicken fights or carrying another student
- Any activity that endangers another student
- Urinating on the playground

General Playground Expectations

Students will:

- Leave toys at home (to prevent loss and damage) unless the classroom teacher gives permission.
- Be allowed to bring personal footballs, basketballs, soccer balls, jump ropes, books, and journals to use on the playground if they wish. Students are responsible for keeping track of all personal belongings they bring onto the playground. These items are not allowed in the classroom.
- Walk bikes between the bike racks and the road, on the sidewalk and on the playground. Bicyclists may not leave the playground until after the buses leave for the afternoon. Bicyclers must wear helmets for safety.
- Go home after school, unless their adult chaperone is present, or students are participating in supervised after-school activities.

- Not use skateboards on school property during school hours.

K-8 students will:

- Remain in playground boundaries during all recesses, unless given permission.
- Pass without loitering behind any sheds, building, or vehicles.
- Sit on the benches by the Memorial Garden, but will not be in the garden.
- Not climb on the fences, the trees, or pull the tree branches.
- Ask permission to go inside to use the restrooms or to receive help for injuries.
- Enter through designated entrance with teacher.

Boundaries

North boundary: sidewalk

South boundary: fence

East boundary: log fence

West boundary: bus lane and fence

Basketball Courts

Students will:

- Play only one game per court, unless sharing a court and playing half court games.
- Respect the equipment by not hanging on rims.

Large Field Area

Students will:

- Play organized field games on the field.
- Alternate field games each recess if interest is shown for more than one sport.
- Allow everyone to play field games.

Playground

Students will:

- Dismount from all equipment safely and not jump from equipment.
- Not tie clothing or ropes to equipment.
- Keep hands, feet and legs to themselves when playing on equipment. Students will not have chicken fights or pull others while on equipment.
- Sit at picnic tables and not stand on benches or tables.

Swings

Students will:

- Swing in a sitting position, one person per swing. Students will not swing sideways, on stomachs, knees or feet, do spiders or underdogs, twist, or bail out of swings.
- Not throw swings over the top.
- Not climb on support poles for swings.
- Not run between swings while other students are using the swing.

Slides

Students will:

- Go down the slide only.
- Climb up the stairs with one person in the slide shoot at a time.
- Wait until the slide is clear before sliding down.
- Slide all the way down on their bottom, feet first.
- Leave the landing area promptly to clear the way for the next person.
- Not put objects such as snow, toys, dirt, wood chips, backpacks, etc. on the slide.

Horizontal Bars (Monkey Bars)

Students will:

- Keep their bodies below the bars.
- Cross the bars in the direction the first person chooses. All students will progress with their hands across the bars in one direction.

Soft Rubber Balls

Students will:

- Use soft rubber balls for throwing, catching and for playing four square.
- Throw the balls away from the building.

Soccer Balls

Students will:

- Use soccer balls for kicking and for soccer games.
- Kick soccer balls away from the building.

Footballs

Students will:

- Use footballs for kicking and for football games.
- Kick footballs away from the building.

Snow Expectations

Students will:

- Always obey the supervisor on duty.
- Play in the snow without throwing, kicking, or dropping snow or ice chunks.
- Share, help build, but never destroy snow creation. Snow is community property.

Severe Playground Disruptions

Parents will be notified and may be asked to come to school immediately for the following behaviors:

- Fighting.
- Vandalism.
- Defiance of authority.
- Unacceptable language.

Chewing Gum

Gum chewing is prohibited at Gallatin Gateway School.

Student Dress Expectations

The good judgment of students and parents/guardians should suffice in matters of dress, modesty, and cleanliness. When decorum is in question, the following standards are applied:

- Clothing should be neat and clean.
- Hats, caps, hoods, sunglasses or coats are not to be worn in the building during school hours, except when designated on special "Spirit" days.
- Clothing should be free of slogans or advertisements promoting drugs, alcohol, tobacco, or violence.
- Clothing should be free of sexual, derogatory or vulgar connotations.
- Undergarments are to be completely covered.
- Visible straps on shirts should be at least 1 inch wide.
- Strapless shirts are not allowed unless the garment is worn underneath another appropriate top.
- Skirts and shorts should be no shorter than the student's hand length above the knee.
- Shirts and pants must cover the stomach, even when arms are raised.
- Sandals and open-toed shoes are allowed ONLY if they have a back strap around the heel. Remember, there can

be risk of toe injury by wearing open-toed shoes or sandals.

Any violations of the above rules and procedures will result in removal from the class if the student is unable to find a way to meet the dress expectations. The student will wait in the office until suitable clothing is obtained or the student is taken home to change clothing.

At middle school, proper hygiene should be paid close attention to for both student health and social acceptance, for example, daily use of deodorant. If a student's lack of proper hygiene is offensive to others, parents will be notified.

Definitions of Unacceptable Behaviors

Public Display of Affection/ Inappropriate Touching

Inappropriate displays of affection are prohibited on school property.

Willful Disregard for Safety of Others

Committing acts that endanger other students, teachers, or staff (examples: physical assault, threats of physical violence, or actual physical altercations; acts that endanger other students—pushing, kicking, hitting, spitting, etc.

Unacceptable Language

The use of profane, vulgar, or unacceptable language, symbols, or gestures; verbal abuse

Bullying, Harassment, and Creating a Hostile Environment

Actions or remarks directed toward a student, staff or adult, or visiting instructors designed to demean, embarrass, or humiliate including physical intimidation, sexual harassment, and threats.

Willful Disobedience/Disrespect

The conscious choice of a student to fail to act as instructed by a teacher, substitute, staff member, or the conscious choice on the student's part to be disrespectful.

Deceit

An act of lying, cheating, forgery or other form of deceit including using school resources for inappropriate purposes, i.e. internet privileges.

Fighting

A mutually joined physical altercation involving two or more students.

Assault

An attack or threat of physical abuse on another person.

False Fire/Emergency Alarm

Student setting off emergency alarms when there is no emergency.

Bomb Threat

Any threat of a bomb being placed in or around the school at any time.

Possession or Use of Water Balloons, Water Pistols, or Other "Prank" Devices

Possession of an item whose use disrupts or inconveniences the student, staff, or faculty.

Possession Weapons

Possession of articles that pose a potential threat to the physical safety of the others.

Possession of Firearms

Possession, control, or transfer of a firearm or any object that can reasonably be considered, or looks similar to a firearm, including air-soft guns or pellet guns.

Vandalism

Willful damage to or destruction of defacement of school property or personal property or personal property of other students or adults.

Theft

Act of stealing or attempting to steal.

Arson

Attempting to or lighting a fire on school property.

Possession or Use of Tobacco, Consumption of Drugs or Alcohol

Possession or use of any tobacco product, Drugs or Alcohol

Distribution of Drugs or Alcohol

The selling or distribution of illicit drugs, alcohol, or other intoxicants.

Uniform Complaint Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

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

Filing a Complaint

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a

qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or investigator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

Decision and Appeal

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information.

This meeting shall not be a de novobearing resulting in a re-investigation of the matter, but a review of the written decision in the matter to determine if there is an error in the decision. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

Appendix

Discipline Matrix

Gallatin Gateway School	Discipline Matrix	This is not an inclusive list of all behaviors, but meant to be a guide for similar behaviors					
In all cases, administrative discretion will be exercised	Minor behaviors are listed in white	Major behaviors are shaded in grey	A referral form will be filled out for EACH OCCURRENCE, for tracking purposes				
	Behavior	Discipline	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	
Arson	Major	Authorities are contacted/suspension for expulsion					
Assault	Major	Authorities are contacted/suspension for expulsion					
Bomb Threat	Major	Authorities are contacted/suspension for expulsion					
Bullying/Harassment/Creating Hostile Environment	Major	Meeting with student/parents and school counselor	In school suspension, formal behavior plan and meet with school counselor	Out of school suspension	Expulsion/Restoration		
Truancy	Minor	Conference with student, facilitated seating and make excuses. Parent contacted.	Conference with student, facilitated seating and make excuses. Parent contacted. Fit out reflection sheet. Counselor referral.	Referral to Bullying/Harassment/Creating Hostile Environment			
Tardy to class	Minor/Major	Conference with student, late on the assignment, parent contacted.	Teacher assigned community service.	Detention	Detention, parent conference		
Cheating/Plagiarism	Minor/Major	Conference with student, late on the assignment, parent contacted.	Zero in the assignment, parent contacted, behavior plan.	Behavior Plan			
Defect	Minor/Major	Conference with student, facilitated seating and make excuses. Parent contacted.	Conference with student, facilitated seating and make excuses. Parent contacted. Fit out reflection sheet. Counselor referral.	Facilitated seating and make excuses. Conference with student, parents and school counselor.	Facilitated seating and make excuses. Meeting with parents and community plan initiated.		
Disruption	Minor/Major	Conference with student, Parent Contacted.	Detention	In school suspension	Out of school suspension		
Disrespect	Minor/Major	Conference with student, facilitated seating and make excuses. Parent contacted.	Conference with student, facilitated seating and make excuses. Parent contacted. Fit out reflection sheet. Counselor referral.	Detention	In school suspension, Behavior Plan		
Disruptive Conduct	Minor/Major	Conference with student, Parent Contacted.	Conference with student, fit out reflection sheet. Parent Contacted.	Detention	In school suspension, Behavior Plan		
Distribution of Drugs or Alcohol	Major	Authorities are contacted/suspension for expulsion					
False Fire/Emergency Alarm	Major	Authorities are contacted/suspension for expulsion					
Gum Chewing	Minor/Major	Conference with student.	Teacher assigned community service.	Detention	Detention, parent conference		
Harassment/Intimidation sexual/ racial/ gender/ religion/ disability/ ethnicity/ physical characteristics	Major	Authorities are contacted/suspension for expulsion					
Physical Contact and/or Horse play	Minor/Major	Conference with student, Parent Contacted.	Detention.	In school suspension, Behavior Plan	Out of school suspension.		
Inappropriate Dress	Minor/Major	Conference with student. Student will change clothes before they return to class. Fit out reflection sheet. Parent contacted.	Student will change clothes before they return to class. Fit out reflection sheet. Parent contacted.	Detention. Meet with students.	Student will change clothes before they return to class. Detention.		
Use of Cell Phone	Major	Phone taken away from student and turned into administration. Parent must come to pick up.					
Unauthorized use of wearable technology	Major	Technology taken away from student and turned into administration. Parent must come to pick up.					
Inappropriate Use of Technology/Internet	Major	Working with students/parents and school counselor.	Loss of technology				
Physical Aggression/Fighting	Major	Working with students/parents and school counselor.	Out of school suspension. Formal behavior plan. Counselor referral.				
Possession of Use of Tobacco	Major	Authorities are contacted/suspension for expulsion					
Possession of Weapons	Major	Authorities are contacted/suspension for expulsion					
Possession or Consumption of Drugs or Alcohol	Major	Authorities are contacted/suspension for expulsion					
Possession or Use of Water Balloons, Water Pistols, or other "spray" devices	Minor/Major	Conference with student.	Fit out reflection sheet. Detention.	Lunch detention with principal.			
Possession or Consumption of Drugs or Alcohol	Major	Authorities are contacted/suspension for expulsion					
Property Damage/Misuse	Minor/Major	Conference with student, Parent Contacted. Make excuses. Fit out reflection sheet.	Conference with student and parents. Detention.	In school suspension.			
Public Display of Affection	Minor/Major	Conference with student, Parent Contacted.	Conference with student and parents. Detention.	Detention, Behavior Plan, Counselor referral.			
Theft	Major	Conference with student and school counselor. Detention or suspension. Possible contact of authorities.	Conference with student and parents. Detention or suspension. Possible contact of authorities.	Detention, Behavior Plan, Counselor referral.			
Threat of Violence to Individuals	Major	Conference with student and school counselor. Detention or suspension. Possible contact of authorities.	Conference with student and parents. Detention or suspension. Possible contact of authorities.	Detention, Behavior Plan, Counselor referral.			
Threat to School	Major	Authorities are contacted/suspension for expulsion					
Truancy/Slipping/Leaving	Major	Conference with student and school counselor. Detention or suspension. Behavior plan. In school suspension.	Fit out reflection sheet. Parent contact.	Detention	Behavior Plan		
Unacceptable Language	Minor/Major	Conference with student.	Conference with student and parents. Detention.	Detention	Behavior Plan		
Vandalism	Major	Authorities are contacted/suspension for expulsion. Restitution made. Property contacted.	Fit out reflection sheet. Make excuses. Parent contact.	Detention	Behavior Plan		
Vandalism	Minor/Major	Conference with student. Restitution made. Property contacted.	Fit out reflection sheet. Make excuses. Parent contact.	Detention	Behavior Plan		
Weapons	Major	Referral to official.					
Work Overload for Safety	Major	Conference with student and school counselor. Detention or suspension.	Conference with student and parents. Detention or suspension.	Detention, Behavior Plan, Counselor referral.			
Playground Rules							
Throwing rocks, snow, sticks, etc.	Minor/Major	Conference with student. Time out.	Fit out reflection sheet. Parent contact.	Detention	Behavior Plan		
Misuse of equipment	Minor/Major	Conference with student. Time out.	Fit out reflection sheet. Parent contact.	Detention	Behavior Plan		
Lunchroom Rules							
Not sitting in assigned seat	Minor/Major	Conference with student.	Fit out reflection sheet. Parent contact.	Lunch Detention	After school detention		
Leaving lunchroom without permission	Minor/Major	Conference with student.	Fit out reflection sheet. Parent contact.	Lunch Detention	After school detention		

Gallatin Gateway School

Athletic Handbook



Gallatin Gateway School District #35

Grades K-8

Table of Contents

Philosophy of Gateway Athletics.....	2
Sports Offered.....	2-3
Acknowledgment of Risks.....	3
Expectations, Eligibility Policies and Guidelines.....	4-6
• Enrollment Criteria.....	4
• Joining a Team.....	4
• Attendance Policy.....	4
• Academic Requirements.....	4
• Participation Fee.....	5
• Uniform Responsibility.....	5
• Chemical Use.....	5
• Harassment.....	5
• Cell Phone and other Electronic Devices.....	5
• In-School Suspensions.....	5
• Coaches Rules.....	6
Conflict Resolutions.....	6
Booster Club Invitation.....	7
Pre-Participation Requirements.....	7
Concussion Statement and Waiver.....	8-11
<i>*Signature Required on Page 11</i>	
Medical Insurance Requirement.....	12
<i>*Signature Required</i>	
Student Physical.....	13-15
<i>*Signature Required on Page 15</i>	
Transportation Driver Liability.....	16
<i>*Signature Required</i>	
Transportation Volunteer Request.....	17
Parent & Student Pledge.....	18
<i>*Signature Required</i>	
Registration Page.....	19
<i>*Signature Required</i>	

Philosophy of Gateway Athletics

Our belief is that athletics constitute a part of a balanced education and can be a training ground for a student's maturation process. Participation in athletics will allow for an experience in the joy and excitement of team involvement, and satisfaction on intense effort, and the motivating influence of goal setting. Our teams will have unity and be concerned about each other just as family. We believe our athletes should be role models for other students, self-disciplined and exert self-control. Our athletes will be given the opportunity every day to build character by performing the task at hand; develop a determination to succeed not only on the scoreboard, but also in a steady progression of their own abilities.

Sports Offered

The goal for our students is to promote participation, therefore there are no tryouts, and everyone can participate. Team sport members will be given substantial participation time – meaning equal participation in practice and a reasonable amount of playing time in actual game situations. Players will be organized in teams respective to their grade levels. Often combined grades will form a team. For example, fifth and sixth graders will be a team; seventh and graders will be a team. Schedules and tournaments for team sports are coordinated by the Athletic Director and involve playing both home and away games. The individual sports of wrestling and track will have matches and meets at away locations.

Health benefits for all the sports listed below include physical exercise, social interactions and sportsmanship.

Girls Volleyball

All girls in grades 5 through 8 are eligible to play volleyball. The season starts in early September and continues into October. Volleyball improves muscle strength and tone, improves hand and eye coordination, reflexes, and balance.

Girls Basketball

All girls in grades 5 through 8 are eligible to play basketball. The season starts in November and continues into December. Basketball improves motor skills, agility and endurance. Cardiovascular health is a prime benefit.

Boys Basketball

All boys in grades 5 through 8 are eligible to play basketball. The season starts in January and continues into February. Boys basketball will also include strength training, development of concentration and self-discipline.

Cheerleading

All students in grades 5 through 8 can join the cheerleading squad. Cheerleaders attend all home boys' basketball games. They are to motivate fans, students and parents to support the team with enthusiasm. Cheerleading improves coordination, flexibility and builds relationships with fellow team members.

Wrestling

All students in grades K through 6 are eligible to participate in wrestling. Students are divided by age and weight to wrestle during competitions. Wrestling is an individual sport which requires support of other team members, parents and friends. The activity helps teach discipline, self-confidence and inner strength to overcome obstacles. The team wrestles in tournaments throughout southwest Montana. The season starts in February and continues into March.

Track and Field

All students in grades 5 through 8 are eligible to participate in track and field. Track and Field is a great way to improve overall health and fitness, the most prominent being strength training and aerobic. Track meets are held throughout Gallatin Valley and surrounding area. Athletes can compete in several different events as individuals and in small teams. The season starts in March and continues to mid-May and is weather dependent.

Acknowledgement of Risks

Gateway will provide properly trained coaches, safe equipment and facilities and make reasonable efforts for everyone to be safe. Nevertheless, because activities can involve injury to the participants, you must be warned of dangers to make an informed decision as to whether to have your child participate in a respective activity. It is the responsibility of the parent or guardian to learn and understand the risks involved and to inquire from coaches, physicians and other knowledgeable persons about concerns you may have. Concussions can happen in any sport and is explained in more detail on page 8 of the handbook.

Volleyball: Injuries to hands, feet, ankles and other body parts can result from contact with the ball, players, playing surface and other solid objects in and around the court.

Basketball is a sport involving contact – which involves risk of injury. Common injuries include ankle, knee, back, head and leg injuries. Bruises, muscle strains, and cramps are also possible.

Cheerleading involves running, jumping and flipping. While ankle sprains are most common, injuries to knees, wrists, neck and back are possible.

Wrestling involves take-downs, sparring and hard landings. Common injuries may occur especially to ligaments and knee.

Track and Field is a sport involving sprinting, running, throwing and jumping. Common are muscle and tendon issues, shin splints and hamstring pull. Weather conditions may also cause colds, flu and respiratory problems.

Expectations, Eligibility Policies and Guidelines

Enrollment Criteria

Athletes enrolled academically full and/or part time are eligible to participate in all sports.

Athletes in the Gallatin Gateway School (GGS) district but not actively enrolled in the school can join a team by writing a letter to the Superintendent stating his/her reasons for wanting to join a team. This request must be made *at least seven days prior* to any regular school board meeting. The board shall make the final decision on the acceptance of the student.

All students outside the district who are not academically enrolled are not eligible to participate in any sports.

Joining a Team

All student participants should plan to start practice on the scheduled first day of practice. No student will be allowed to join a team after the first two weeks of the season unless they obtain prior approval from the Athletic Director and/or Superintendent.

Attendance Policy

It is the belief of Gallatin Gateway School that school attendance is extremely important, and absences should be kept to a minimum. In order to participate in sports, students must be in class for all classes the entire day in order to participate in a scheduled activity that same day. Exceptions are made for medical appointments accompanied by a doctor note or family emergencies as communicated by a parent or guardian. Athletes are to inform coaches when practices must be missed.

Academic Requirements

All athletes are considered students first and their responsibility as a student takes precedence over their athletic involvement. The Superintendent has the discretion to retain a student from games and/or practices if she/he has not completed assigned work, or if her/his behavior reflects disrespect or dishonesty. Athletes must recognize that participation in athletics is a privilege and the athletic director and teachers expect all athletes to be model students in and out of the classroom.

All students must have a "C" or better at progress report or report card to participate in athletics. Any student athlete who has any "D" or "F" on a progress report or report card will be on probation until grades reflect a "C" or better as indicated by the progress report or the report card. While a student is on probation, they will be allowed to practice but will be ineligible for competition. Daily grades can be checked online, www.gallatingatewayschool.com and/or teachers can be contacted directly by calling 406-763-4415.

Participation Fee

Participation fees for athletes are \$50 per sport. Fees must be paid before a student is eligible to participate in an activity. Fees are used to pay coaches, referees, tournament fees and other related costs to the sport. Fees will be refunded for a student who decides not to participate prior to the start of the season. Once a student begins a program however, fees will not be refunded. If financial circumstances make it difficult to have your son or daughter participate, please request a sports scholarship form from the school administration office.

Uniform Responsibility

All athletes must wear school issued owned uniforms when participating in games. Uniforms are bought and paid for through donations and fees paid to Boosters. They should be used solely for the purpose of sports play related to Gateway school events. Lost uniforms are subject to replacement fee. No athlete can compete in another sport until the uniform from a previous activity is returned. Late fines can be levied for late returns.

Chemical Use

Confirmed student use or possession of alcohol or any non-prescription substance defined by law as a drug or confirmed use or possession of any tobacco product will result in ineligibility. District handbook rules apply. Possible suspension or removal from the team or sport may result.

Harassment

All student athletes are under the district handbook policy for harassment, hazing, intimidation, bullying and/or menacing. Any violation will result in reduced playing time or suspension from the team as determined by the Superintendent, Athletic Director and Coach.

Cellphone and other Electronic Devices

At no time shall any student operate a cell phone or other electronic device with photo, audio or video capabilities in a locker room, bathroom, or any other location where such operation may violate the privacy right of another person. No comments or pictures deemed inappropriate by the Superintendent and/or Athletic Director may be posted on social networking sites on the Internet and violations can put athletic participation in jeopardy.

In-School or Out-of-School Suspensions

Any member of an athletic team who has a suspension will automatically be ineligible to practice for or play in competition on the day or days they serve the suspension(s).

Coaches Rules

Coaches/Supervisors of extra-curricular activities may establish, publish and enforce additional activity participation guidelines and training rules that must be followed by a student if he/she wishes to participate in that activity. Coaches/Supervisors' rules may not be in conflict with the District Policy, State Law, or Federal Law.

Conflict Resolutions

It is Gateway's intention to provide a positive experience for your son or daughter in athletics. If there is a concern you have and wish to discuss the situation, the following procedure will be followed.

Please give yourself time to understand your concern before approaching a coach. Attempting to confront a coach before, during, or immediately after a game or practice is unacceptable. A "cool off" time of 24 hours is requested.

In resolving a conflict with coaches, the following steps of communication will be followed:

Player and Coach

Player & Parent – Coach

Player & Parent – Coach & Athletic Director

Player & Parent – Superintendent

If you are not satisfied with your student athlete and coaches' conversation, call the coach to set up a face to face meeting.

If the concern is not satisfactorily resolved after meeting with the coach, the athletic director will be involved in the discussion. The athletic director will investigate the concern through discussion with the coach and will observe practice or game situations if it relates to the concern. The athletic director will document the results of the investigation and subsequent action(s) to be taken to resolve the conflict.

If the formal complaint is not satisfactorily resolved by the athletic director, the athlete and/or parent may appeal in a face-to face meeting with the Superintendent, who will meet with the parties involved in a further attempt to resolve the situation.

If the complaint is not satisfactorily resolved at this level, the conflict may be presented to the school board in a formal written correspondence.

Booster Club Invitation

The Booster Club is a great way to be positively involved in your child's activities. The club is a volunteer community/parent member board that is formed to help raise funds for Gateway School athletics. The Booster Club is a 501(c) and all donations are tax deductible. Funds are raised from community businesses for game promotions and advertisements, and by memberships. The Booster Club meets quarterly. The district via the Athletic Director submits their list of needs that the school does not fund. The Booster Club votes on which requests to fund. The Booster Club also hears requests and participates in discussion related to capital improvements for various fields, courts, equipment, etc.

Booster Club members also may volunteer to help the Athletic Director and Coaches as "Team Managers" with various tasks such as assigning uniforms, game/scoreboard bookkeeping and administration handbook checks.

Pre-Participation Requirements

Medical Insurance Requirement

INSURANCE-The Gateway School District #35 DOES NOT provide medical insurance benefits for students who choose to participate in the interscholastic and/or intramural program. Medical insurance must be provided for the student to participate. For those students who have no medical insurance, the school district can provide information on affordable and seasonal insurance from (SMIC) Special Markets Insurance Consultants.

Please fill out Medical Insurance Form on page 12 of this packet.

Physical Evaluation

All students participating in an interscholastic sport are required to have a yearly physical examination by a certified license medical professional. This is a MHSA requirement and GGS requires written proof before your son or daughter can compete in any practices. Standard MHSA issued physical forms must be used and are available from the Athletic Director or school office. Where MHSA is referenced, the district is not a member of MHSA, it still follows the guidelines set by the Association as a matter of effective practice. The school will provide one annual opportunity for students to receive a physical examination at no charge from the school nurse. Parent or Guardian must sign the permission and release consent form *on page 15 of this packet.*

Transportation Waiver

Parents and participants must arrange their own transportation to and from games, as buses are not provided.

Please fill out waiver on page 16 of this packet

Parent and Student Pledge

Please fill out pledge on page 18 of this packet

Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household. Please sign on page 11

Be Prepared

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

SIGNS AND SYMPTOMS OF A CONCUSSION

SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN	
<ul style="list-style-type: none"> •Appears dazed or stunned •Is confused about events •Answers questions slowly •Repeats questions •Can't recall events prior to the hit, bump, or fall •Can't recall events after the hit, bump, or fall •Loses consciousness (even briefly) •Shows behavior or personality changes •Forgets class schedule or assignments 	<p><u>Thinking/Remembering:</u></p> <ul style="list-style-type: none"> •Difficulty thinking clearly •Difficulty concentrating or remembering •Feeling more slowed down •Feeling sluggish, hazy, foggy, or groggy <p><u>Physical:</u></p> <ul style="list-style-type: none"> •Headache or “pressure” in head •Nausea or vomiting •Balance problems or dizziness •Fatigue or feeling tired •Blurry or double vision •Sensitivity to light or noise •Numbness or tingling •Does not “feel right” 	<p><u>Emotional:</u></p> <ul style="list-style-type: none"> •Irritable •Sad •More emotional than usual •Nervous <p><u>Sleep*:</u></p> <ul style="list-style-type: none"> •Drowsy •Sleeps less than usual •Sleeps more than usual •Has trouble falling asleep <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>



A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
 - > The right equipment for the game, position, or activity
 - > Worn correctly and fit well
 - > Used every time you play

Remember, when in doubt, sit them out!

Links to Other Resources:

- CDC—Concussion in Sports
 - <http://www.cdc.gov/concussion/sports/index.html>
- National Federation of State High School Association/ Concussion in Sports
 - www.nfhslearn.com
- Montana High School Association – Sports Medicine Page
 - <http://www.mhsa.org/SportsMedicine/SportsMed.htm>



A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child's coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.



Student-Athlete & Parent/Legal Guardian Concussion Statement

Because of the passage of the Dylan Steigers' Protection of Youth Athletes Act, schools are required to distribute information sheets for the purpose of informing and educating student-athletes and their parents of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. Montana law requires that each year, before beginning practice for an organized activity, a student-athlete and the student-athlete's parent(s)/legal guardian(s) must be given an information sheet, and both parties must sign and return a form acknowledging receipt of the information to an official designated by the school or school district prior to the student-athletes participation during the designated school year. The law further states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

Student-Athlete Name: _____

This form must be completed for each student-athlete, even if there are multiple student-athletes in each household.

Parent/Legal Guardian Name(s): _____

☐ We have read the *Student-Athlete & Parent/Legal Guardian Concussion Information Sheet*.

If true, please check box

After reading the information sheet, I am aware of the following information:

Student-Athlete Initials		Parent/Legal Guardian Initials
	A concussion is a brain injury, which should be reported to my parents, my coach(es), or a medical professional if one is available.	
	A concussion can affect the ability to perform everyday activities such as the ability to think, balance, and classroom performance.	
	A concussion cannot be "seen." Some symptoms might be present right away. Other symptoms can show up hours or days after an injury.	
	I will tell my parents, my coach, and/or a medical professional about my injuries and illnesses.	N/A
	If I think a teammate has a concussion, I should tell my coach(es), parents, or licensed health care professional about the concussion.	N/A
	I will not return to play in a game or practice if a hit to my head or body causes any concussion-related symptoms.	N/A
	I will/my child will need written permission from a licensed health care professional to return to play or practice after a concussion.	
	After a concussion, the brain needs time to heal. I understand that I am/my child is much more likely to have another concussion or more serious brain injury if return to play or practice occurs before concussion symptoms go away.	
	Sometimes, repeat concussions can cause serious and long-lasting problems.	
	I have read the concussion symptoms on the Concussion fact sheet.	

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

Medical Insurance

We encourage the purchase of insurance as an important preventative measure.

The athlete is covered with the following health insurance:

NAME OF THE INSURANCE CO. _____

POLICY # _____

If the parent chooses to not provide insurance, signatures below indicate that the parents/guardians are obligated to pay for the medical care of their student athlete.

PARENTAL AUTHORITY FOR MEDICAL CARE AND ACKNOWLEDGEMENT OF RISKS - We authorize Gateway School District #35 and all administrators, faculty members, coaches, or supervisors in charge of the student to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency medical treatment to the athlete/student.

We have read the athletic/activities participation handbook and all forms and understand the warning about the risks of injury or death. In consideration of the Gateway District’s permitting my child or ward to participate in its athletic/interscholastic/intramural programs and to engage in all activities relating to the event, we recognize and assume the risks which are inherent in the sport or activity.

BOTH PARENTS OR LEGAL GUARDIANS MUST SIGN THIS FORM. IF ONLY ONE PARENT/GUARDIAN IS LIVING OR HAS SOLE CUSTODY, THEN ONLY THAT PERSON NEED SIGN. THE SIGNING PARENT/GUARDIAN, HOWEVER, IS OBLIGATED TO NOTIFY ANY NON-CUSTODIAL PARENT/GUARDIAN OF THE CONTENTS OF THIS DOCUMENT.

ATHLETE’S SIGNATURE _____ DATE _____

PARENT/GUARDIAN’S SIGNATURE _____ DATE _____

PARENT/GUARDIAN’S SIGNATURE _____ DATE _____



Montana High School Association

1 South Dakota Avenue ♦ Helena, MT 59601 ♦ (406) 442-6010 ♦ Fax: (406) 442-8250 ♦ www.mhsa.org

**TO: PARENTS OF MHSA SPORTS PARTICIPANTS
LICENSED MEDICAL PROFESSIONALS**

FROM: MARK BECKMAN, EXECUTIVE DIRECTOR

RE: NEW MHSA PRE-PARTICIPATION PHYSICAL EXAM FORM

Article II, Section (3) of the MHSA Handbook requires that a physical exam must be performed for each student in order for that student to be considered eligible for participation in an Association Contest. Physical exams must be completed prior to the first practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation for the following school year.

The MHSA Executive Board approved some important additions to this form several years ago. Specifically, questions concerning the cardiac history and cardiac health of the student have been added (questions 6-15). The MHSA Medical Advisory Committee strongly recommends that if any of those questions are answered affirmatively the student be referred to the appropriate medical professional for further screening. Also new this year is an updated section on vaccinations to be completed, which serves as a reminder to parents about the recommended vaccinations for their child. This addition was recommended by the State of Montana Health Department.

The MHSA pre-participation form is the only form that will be allowed for the student's exam (no other forms will be accepted). The following process should be followed:

- Parent(s)/Legal Guardian(s) and each student should fill out the questionnaire and history portion of the form together, which is the front page of the MHSA pre-participation physical examination form.
- The form goes to the medical provider for use during the examination.
- The medical provider reviews the form with the student and parent/guardian, performs the exam and makes the decision on whether to clear the student for participation. A signature from the medical provider is required.
- The student must sign this form confirming that he/she was involved in the completion process. **This signature was moved to the last page with other signatures.**
- The physical exam form is given to the parent/guardian. He/she must sign the permission and release section of the form for final clearance.
- The completed pre-participation physical exam form is given to the appropriate school administrator.

The MHSA is committed to the safety and health of our student activity participants and believes this new form will facilitate that objective.

If you have any questions regarding the new pre-participation examination form please contact me or Brian Michelotti, MHSA Assistant Director.

See Montana High School Association, Article II, Section (3), Physical Exam. A physical examination is required for each student in order to be considered eligible for participation in an Association contest. Physical examinations must be completed prior to the first practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation for the following school year. All information is to remain confidential.

QUESTIONNAIRE FOR ATHLETIC PARTICIPATION (PLEASE PRINT)			
Name _____	Male <input type="checkbox"/> Female <input type="checkbox"/>	Grade _____	Date of Birth _____
Home Address _____	Phone Number _____		
Parent's Name _____	Family Physician _____		
Current School _____	Date _____		

Explain "Yes" answers below. Circle questions to which you don't know the answer.		Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?	<input type="checkbox"/> <input type="checkbox"/>		
2. Do you have an ongoing medical condition (like diabetes or asthma)?	<input type="checkbox"/> <input type="checkbox"/>		
3. Are you currently taking any prescription or nonprescription (over-the-counter) medicines or pills?	<input type="checkbox"/> <input type="checkbox"/>		
4. Are you taking medicine for ADHD?	<input type="checkbox"/> <input type="checkbox"/>		
5. Do you have allergies to medicines, pollens, foods, or stinging insects?	<input type="checkbox"/> <input type="checkbox"/>		
6. Have you ever passed out or nearly passed out DURING exercise?	<input type="checkbox"/> <input type="checkbox"/>		
7. Have you ever passed out or nearly passed out AFTER exercise?	<input type="checkbox"/> <input type="checkbox"/>		
8. Have you ever had discomfort, pain, or pressure in your chest during exercise?	<input type="checkbox"/> <input type="checkbox"/>		
9. Does your heart race or skip beats during exercise?	<input type="checkbox"/> <input type="checkbox"/>		
10. Has a doctor ever told you that you have (circle all that apply): High blood pressure A heart murmur High cholesterol A heart infection	<input type="checkbox"/> <input type="checkbox"/>		
11. Has a doctor ever ordered a test for your heart? (for example, ECG, echocardiogram)	<input type="checkbox"/> <input type="checkbox"/>		
12. Has anyone in your family died for no apparent reason?	<input type="checkbox"/> <input type="checkbox"/>		
13. Does anyone in your family have a heart problem?	<input type="checkbox"/> <input type="checkbox"/>		
14. Has any family member or relative died of heart problems or of sudden death before age 50?	<input type="checkbox"/> <input type="checkbox"/>		
15. Does anyone in your family have Marfan syndrome?	<input type="checkbox"/> <input type="checkbox"/>		
16. Have you ever spent the night in a hospital?	<input type="checkbox"/> <input type="checkbox"/>		
17. Have you ever had surgery?	<input type="checkbox"/> <input type="checkbox"/>		
18. Have you ever had an injury, like a sprain, muscle or ligament tear or tendonitis that caused you to miss a practice or game: If yes, circle affected area below:	<input type="checkbox"/> <input type="checkbox"/>		
19. Have you had any broken or fractured bones, or dislocated joints? If yes, circle below:	<input type="checkbox"/> <input type="checkbox"/>		
20. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches? If yes, circle below:	<input type="checkbox"/> <input type="checkbox"/>		
25. Do you cough, wheeze, or have difficulty breathing during or after exercise?	<input type="checkbox"/> <input type="checkbox"/>		
26. Is there anyone in your family who has asthma?	<input type="checkbox"/> <input type="checkbox"/>		
27. Have you ever used an inhaler or taken asthma medicine?	<input type="checkbox"/> <input type="checkbox"/>		
28. Were you born without or are you missing a kidney, an eye, a testicle, or any other organ?	<input type="checkbox"/> <input type="checkbox"/>		
29. Have you had infectious mononucleosis (mono) within the last month?	<input type="checkbox"/> <input type="checkbox"/>		
30. Do you have any rashes, pressure sores, or other skin problems?	<input type="checkbox"/> <input type="checkbox"/>		
31. Have you had a herpes skin infection?	<input type="checkbox"/> <input type="checkbox"/>		
32. Have you ever had a head injury or concussion?	<input type="checkbox"/> <input type="checkbox"/>		
33. Have you been hit in the head and been confused or lost your memory?	<input type="checkbox"/> <input type="checkbox"/>		
34. Have you ever had a seizure?	<input type="checkbox"/> <input type="checkbox"/>		
35. Do you have headaches with exercise?	<input type="checkbox"/> <input type="checkbox"/>		
36. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?	<input type="checkbox"/> <input type="checkbox"/>		
37. Have you ever been unable to move your arms or legs after being hit or falling?	<input type="checkbox"/> <input type="checkbox"/>		
38. When exercising in the heat, do you have severe muscle cramps or become ill?	<input type="checkbox"/> <input type="checkbox"/>		
39. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease?	<input type="checkbox"/> <input type="checkbox"/>		
40. Have you had any problems with your eyes or vision?	<input type="checkbox"/> <input type="checkbox"/>		
41. Do you wear glasses or contact lenses?	<input type="checkbox"/> <input type="checkbox"/>		
42. Do you wear protective eyewear, such as goggles or a face shield?	<input type="checkbox"/> <input type="checkbox"/>		
43. Are you happy with your weight?	<input type="checkbox"/> <input type="checkbox"/>		
44. Are you trying to gain or lose weight?	<input type="checkbox"/> <input type="checkbox"/>		
45. Have anyone recommended you change your weight or eating habits?	<input type="checkbox"/> <input type="checkbox"/>		
46. Do you limit or carefully control what you eat?	<input type="checkbox"/> <input type="checkbox"/>		
47. Do you have any concerns that you would like to discuss with a doctor?	<input type="checkbox"/> <input type="checkbox"/>		
FEMALES ONLY			
48. Have you ever had a menstrual period?	<input type="checkbox"/> <input type="checkbox"/>		
49. How old were you when you had your first menstrual period?	<input type="checkbox"/> <input type="checkbox"/>		
50. How many periods have you had in the last year?	<input type="checkbox"/> <input type="checkbox"/>		

Explain "Yes" answers here:

Head	Neck	Shoulder	Upper arm	Elbow	Forearm	Hand / fingers	Chest
Upper back	Lower back	Hip	Thigh	Knee	Calf/shin	Ankle	Foot / toes

- | | | |
|--|--------------------------|--------------------------|
| 21. Have you ever had a stress fracture? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Have you been told that you have or have you had an x-ray for atlantoaxial (neck) instability? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Do you regularly use a brace or assistive device? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Has a doctor ever told you that you have asthma or allergies? | <input type="checkbox"/> | <input type="checkbox"/> |

☐ Influenza; ☐ Measles, Mumps, Rubella (MMR)*; ☐ Meningococcal; ☐ Polio*; ☐ Tetanus/Diphtheria/Pertussis (Tdap)*; ☐ Varicella (Chickenpox)*

14

PROVIDER'S PHYSICAL EXAMINATION FORM

Name _____ Date of Birth _____
 Height _____ Weight _____ Pulse _____ BP: Left Arm _____ / _____ Right Arm _____ / _____
 Vision R 20/ _____ L 20/ _____ Corrected: Y N Pupils: Equal _____ Unequal _____

	NORMAL	ABNORMAL FINDINGS	INITIALS*
MEDICAL			
Appearance			
Eyes/ears/nose/throat			
Hearing			
Lymph nodes			
Heart			
Murmurs			
Pulses			
Lungs			
Abdomen			
Hernia			
Skin			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hands/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			

*Multiple examiner set-up only.

Notes: _____

CLEARANCE

Typed or printed name of Student _____ Signature of Student _____

- ☐ Cleared without restriction
☐ Cleared with recommendations for further evaluation or treatment for: _____

☐ Not cleared for ☐ All sports ☐ Certain sports _____ Reason: _____

Recommendations: _____

Name of physician/medical provider [print or type] _____ Date _____

Address _____ Phone _____

Signature of physician/medical provider _____

PARENT'S OR GUARDIAN'S PERMISSION AND RELEASE

I certify that the information provided by the student/parent(s) is accurate to the best of my knowledge. I hereby give my consent for the above student to engage in approved athletic activities as a representative of his/her school, except those indicated above by the licensed professional. I also give my permission for the team physician, athletic trainer, or other qualified personnel to have access to information provided here as well as to give first aid treatment to this student at an athletic event in case of injury. If emergency service involving medical action or treatment is required and the parents(s) or guardian(s) cannot be contacted, I hereby consent for the student named above to be given medical care by the doctor or hospital selected by the school.

Typed or printed name of parent or guardian _____ Signature of parent or guardian _____

Date _____ Address _____ Insurance (Company name) _____

Parent's Home Phone _____ Parent's Work Phone _____ Parent's Cell Phone _____ Additional Phone (if any-specify) _____

ALL INFORMATION IS TO REMAIN CONFIDENTIAL

(Updated 4/19)

GALLATIN GATEWAY SCHOOL DISTRICT

Student Transportation Liability Release Form

The Gallatin Gateway School District encourages district students to attend off site activities. As a part of these activities, there are times when staff and volunteers using their personal vehicles may transport students. It is the policy of the Gallatin Gateway School District to require parental permission before allowing a student to travel in these situations. If you would like your child to participate, please carefully read and sign this document.

I hereby give permission for my child, _____, to travel by a private car as mentioned above. As a parent or guardian, I understand that the school and the staff will try to prevent accidents. However, I fully understand that some activities involve inherent risks to students regardless of all feasible safety measures that may be taken by the district. In consideration of the district's agreement to allow my child to travel in a private car, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the Gallatin Gateway School District.

In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither he\she nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and\or unforeseen circumstances.

Parent or Guardian: _____
(Please Print)

Signature _____ Date _____

Physical Address: _____

Phone Number: _____ cell phone _____

Does your child have a medical condition that the school should be aware of before allowing your child to travel? Yes _____ No _____. If yes, please state the nature of the medical condition.

GALLATIN GATEWAY SCHOOL DISTRICT

Employee and Volunteer Auto Insurance Request Form

The Gallatin Gateway School District appreciates the work performed by employees and volunteers to assist with student activities. As part of these activities, there are times when employees or volunteers may be asked to use personal vehicles to transport students going to or from activities.

Before being authorized to transport children other than your own, staff, or volunteers, the Gallatin Gateway School District requires:

- 1) A minimum of \$250,000 liability on vehicle insurance
- 2) Valid Montana Driver's License
- 3) Must be age 21 or older
- 4) A review of driving history

Please provide the following information personal vehicle transportation authorization.

Full Legal Name _____ (Print)

Date of Birth _____ DL# _____

Name of Insurance Company _____

Limit of Auto Liability Insurance _____

Please submit the following to the District Office with this Request Form:

- 1) Attach a copy of insurance policy showing liability limits -- (declaration of coverage page)
- 2) Attach a copy of your driver's license

I, _____, authorize Gallatin Gateway School to review my driving history report for the past five (5) years through the Montana Department of Justice. I also certify that the above limits of insurance are in effect and will continue to be in effect while I am using my vehicle to transport students, staff or volunteers to activities for the Gallatin Gateway School District.

In the event of a material change in any of this information, the Gallatin Gateway School shall be notified in writing within thirty (30) days and I understand that the Gallatin Gateway School has the responsibility of terminating my privilege of voluntarily transporting other students, staff, or other passengers to school sponsored events.

Signature _____

Date _____

Gallatin Gateway School District Student/Parent Pledge

Student Pledge: As a student participating in extra-curricular activities, I am a role model. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the district, conference, and state expectations; and I accept the responsibility and privilege of representing this school and community as a student.

Student Code of Conduct

- I will strive for academic excellence
- I will arrive on time for all practices, meetings, and contests
- I will show respect for authority, other athletes, and students
- I will conduct myself in a manner that fosters an environment free from intimidation, harassment, discrimination, and bullying, including cyberbullying
- I will set a good example in school and within the community
- I will refrain from the use of any tobacco products or alcoholic beverages
- I will refrain from the use of performance enhancing or mind-altering drugs
- I will comply with all school/team rules and policies
- I will demonstrate and encourage good sportsmanship on and off the playing field
- I will report any injury to the coach

Parent Pledge: As a parent, I acknowledge that I am a role model. I will remember that school activities are an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I understand the spirit of fair play and good sportsmanship is expected by our district, conference, and state. I accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student.

Parent Code of Conduct

- I will cheer in a positive manner and display appropriate game behavior
- I will focus on performance and effort of the student athlete, not on outcome. Winning or losing does not define success
- I will never approach a coach, athlete, referee or school official regarding a ruling on the field of play, directly after or during the contest.
- I will encourage my child to talk with the coaches. If I have a concern about my child, I will discuss my concerns with the coach only after my child has expressed this same concern with the coach, at an appropriate time, not directly after or during a contest.
- I will avoid making derogatory remarks while in a public place and support the program while in the presence of my athlete and other fans.
- I will supervise my other children at all times at home and away games.

The above is the Gallatin Gateway School District Activities Pledge, we ask that you and your child abide to this Pledge during his or her participation in any District activity. By signing this, I agree to abide by the Pledge, and accept any consequences for violating the Pledge.

Student's Signature

Date

Parent's Signature

Date

Registration Page

BOTH PARENTS OR LEGAL GUARDIANS MUST SIGN THIS FORM. IF ONLY ONE PARENT/GUARDIAN IS LIVING OR HAS SOLE CUSTODY, THEN ONLY THAT PERSON NEED SIGN. THE SIGNING PARENT/GUARDIAN, HOWEVER, IS OBLIGATED TO NOTIFY ANY NON-CUSTODIAL PARENT/GUARDIAN OF THE CONTENTS OF THIS DOCUMENT.

ATHLETE'S SIGNATURE _____ DATE _____
PARENT/GUARDIAN'S SIGNATURE _____ DATE _____
PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

ATHLETIC AND ACTIVITIES REGISTRATION

Student Name _____ Grade _____
Parent/Guardian Name(s) _____

Email _____
Home Phone _____ Cell Phone _____
Home Address _____

Every athlete must have a pre-participation physical form, pay the required activity fee, and fill out all required forms before he/she can practice or participate.

Participation Fees are \$60.00 per sport

Interscholastic Sports: Please check only which season applies.

☐ Girls Volleyball (5-8)
☐ Girls Basketball (5-8)
☐ Boys Basketball (5-8)
☐ Cheerleading (5-8)
☐ Co-Ed Wrestling (K-6)
☐ Track & Field (5-8)

*Activity fee payments can be made in the main office and checks can be written out to Gallatin Gateway School

ACKNOWLEDGEMENT OF RECEIPT AND READING OF THE ATHLETIC AND ACTIVITIES HANDBOOK AND ALL REQUIRED FORMS (Concussion, Medical Insurance, Physical, Transportation, and Pledge forms)

We have read this Athletic Handbook and are familiar with its contents. We understand that it is our responsibility to follow the guidelines set for athletic success. Both parents/guardians are required to sign this form. If only one parent/guardian is living or has sole custody, then only that person need sign. The signing parent/guardian, however, is obligated to notify the non-custodial parent/guardian of the contents of this acknowledgement. One parent/guardian must sign this form in the MAIN OFFICE with a school district representative present.

Parent/Guardian Name (PRINT) _____
Parent/Guardian Signature: _____ Date: _____
Parent/Guardian Name (PRINT) _____
Parent/Guardian Signature: _____ Date: _____

Gallatin Gateway School



Personnel Handbook

The Core Purpose of Gallatin Gateway School:
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.

Updated: August 2020

Table of Contents

District Information.....	5
Equal Opportunity Employment.....	5
Strategic Plan.....	5
Core Purpose.....	5
Core Values.....	5
Motto.....	6
Philosophy.....	6
Associations.....	6
Board Meetings.....	6
District Calendar.....	6
District Calendar Guidelines/Procedures.....	6
Building Hours and Usage.....	6
Employment-Related Information.....	7
Certified Contracts and Compensation.....	7
Certified Assignments, Reassignments, and Transfers.....	7
Certification.....	7
Classified Employment and Assignment.....	7
Pre-employment Physical Screenings.....	8
Job Responsibilities.....	8
Criminal Records Check/Fingerprinting.....	8
Drug-Free Workplace.....	8
Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.....	9
Tobacco-Free Policy.....	9
Fair Labor Standards Act.....	9
Work Day.....	10
Punctuality.....	10
Employee Check-in/out Procedures.....	10
Sick Leave.....	10
Bereavement Leave.....	11
Maternity/Paternity Leave.....	11
Vacation Leave.....	11
Personal and Emergency Leave.....	11
Civic Duties Leave.....	11
Military Leave.....	11
Family & Medical Leave Act (FMLA).....	11
Holidays.....	11
Evaluation of Staff.....	12
Staff Development.....	12
Resignation of Staff.....	12
Retirement.....	12
Reduction in Force.....	13
Discipline and Discharge.....	13
Employee Pay Periods/Paydays.....	13
Salary Deductions.....	13
Employee Benefits.....	13
Staff Conduct.....	14
Disrupting the Educational Process.....	14
Complaints.....	14
Harassment/Discrimination.....	15
Title IX, Section 504, & Title II-ADA Grievance Procedures.....	15
Title IX.....	16
Section 504 and Title II-ADA.....	16
Coordinators.....	16

Filing a Complaint	16
Informal Resolution	17
Formal Complaints	18
Retaliation.....	18
Personnel Records	18
Release of General Staff Information.....	19
Outside Employment or Activities	19
Confidentiality	19
Staff Dress and Grooming	19
Faculty Meetings	19
Cell Phone Use.....	20
Gifts and Solicitations	20
Employee Email and Online Services Usage	20
Travel for District Business.....	21
Participation in Political Activities	21
District Property	21
Care/Use of District Property	22
Keys.....	22
Mailboxes	22
Employee Parking.....	22
Outgoing Mail.....	22
Voicemail.....	22
Website Updates	23
Email Use and Instructions.....	23
Copy Machines	23
Laminator.....	23
Donations.....	23
Reimbursable Classroom Expenses	23
Inventory	23
Staff Common Area	23
Community Spaces	24
Classroom Security	24
Classroom Design.....	24
Use of Private Vehicles for District Business	24
Lockers	24
Cash	24
Fundraising.....	24
Classroom Maintenance.....	25
Purchase Orders.....	25
Reimbursement for Purchases by Employees for District	25
Wellness Procedures	25
Foods and Beverages.....	25
Fundraising Activities	26
Rewards.....	26
Celebrations.....	26
Integrating Physical Activity into the Classroom Setting	26
Staff Wellness	26
Safety Procedures	26
Safety Committee.....	26
Workers' Compensation Benefits.....	26
Accident Reporting.....	27
Staff Health and Safety.....	27
Assaults & Threats of Violence	28
Weapons.....	28
Emergency Drills	28
Emergency Closures	28

District Safety Plan	29
Asbestos	29
Communicable Disease/Bloodborne Pathogens/Infection-Control Procedures.....	29
Communicable Diseases/Students with HIV, HBV, AIDS	29
Resuscitation.....	29
Concussion Procedures.....	29
Symptoms of Concussions	30
Actions when Concussion is Suspected	30
Instruction -Related Information	31
Preparation.....	31
Class Interruptions.....	31
Lesson Plans	31
Grade Books.....	32
Expectations for Grading & Attendance	32
Master Calendar	33
Pledge of Allegiance	33
School Lobby Bulletin Board.....	33
Requesting a Substitute	33
To Prepare for a Substitute Teacher.....	34
News Releases	34
Curriculum	34
Indian Education for All (IEFA).....	35
Textbooks.....	35
Section 504/ADA of the Rehabilitation Act of 1973	35
Intervention Meetings	35
Computer Lab	35
Teaching about Religion.....	35
Field Trips.....	36
Use of Seating Charts	36
Supervision of Students	36
Hall Passes.....	36
Assemblies.....	37
Family Engagement	37
Child Custody - Staff/Parent Relations.....	37
Parent/Teacher Conferences	37
Confidentiality and Supervision.....	37
Child Abuse Reporting.....	38
Guest Speakers/Controversial Speakers	38
Materials Distribution	38
Special Interest Materials	38
Instructional Materials.....	38
Copyright	39
Printed Materials	39
Sheet and Recorded Music	40
Television-Off-the-Air Taping.....	40
Rental, Purchase, and Use of Videotapes	41
Computer Software.....	41
Reproduction of Works for Libraries/Media Centers	41
Performances	42
Research/Copyrights and Patents.....	42
Student/Classroom Information	42
Student/Parent Handbook.....	42
Attendance	42
Student Records.....	43
Teacher-Required Public Relations.....	43
Open House.....	43

Christmas/Winter Program.....	43
Disclosure Document	43
Homework	43
Day Planners.....	44
Make-up Work.....	44
Student Participation in Sports Programs.....	44
Moving Class/Holding Classes Outdoors	44
Dismissal of Classes.....	44
Administering Medicines to Students	44
Self-Administration of Medication.....	44
Substance Abuse Policy	44
Visitation	44
Expectations for Student Behavior	45
Student Conduct	45
Appendix	46
OSHA Bloodborne Pathogens Standard.....	47
Phone Ext.	51
Disclosure Document Example	52
Write a Lesson Plan Guide: How to Develop a Lesson Plan.....	53
General Daily Schedule.....	55
Middle School Schedule.....	56
3-5 Schedule.....	57
K-2 Schedule.....	58

The material covered within this Personnel Handbook is intended as a method of communicating to employees regarding general District information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative procedure, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative procedure, collective bargaining agreement, or changes in state or federal law.

Any information contained in this Personnel Handbook is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Please direct any questions to the Superintendent.

District Information

Equal Opportunity Employer

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or veteran status, as required by law. Reasonable accommodation for individuals with disabilities will be made as required by law. If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be considered as a bona fide occupational qualification, provided such consideration is consistent with governing law.

The following individuals have been designated to coordinate compliance with these legal requirements, including age discrimination, Section 504 of the Rehabilitation Act of 1973, Title II/ADA, Title VI, Title VII, Title IX, Title X, and other civil rights, or discrimination issues and may be contacted at the Gallatin Gateway School office for additional information and/or compliance issues.

Age Discrimination Coordinator- Superintendent
Section 504 Coordinator- Superintendent
Section 504 Case Manager- School Counselor
Title II-ADA Coordinator- Superintendent
Title VI Coordinator- School Counselor
Title VII Coordinator- School Counselor
Title IX Coordinator- School Counselor
Title X- School Homeless Liaison- School Counselor

Strategic Plan

The Gallatin Gateway Strategic Plan includes the vision, mission, philosophy, core values, goals, implementation strategies, and timeline for the future. In order to determine the future direction of Gallatin Gateway School District, an investigation, through community surveys, was held in 2018 to understand the position and possible avenues the District might pursue for courses of action. The outcomes developed in the process include:

The Core Purpose of Gallatin Gateway School

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.

Core Values of the Gallatin Gateway School

- Individualized Success – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.
- Student-Centered – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- Sense of Community – We believe that engagement with and respect for our community is vital to our success.
- Accountability – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- Culture of Collaboration and Support – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

Motto

"Educating the Future"

Philosophy

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

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

Associations

The Gallatin Gateway Education Association, MFPE is the bargaining unit for certified staff. An electronic version of the 2018-2020 Master Agreement is available on the District Website.

Board Meetings

The Constitution of the State of Montana delegates to the Board responsibility for the conduct and governance of the District school.

Unless otherwise specified, all meetings will be held in the Gallatin Gateway School board room. Regular meetings shall be held at 6:00 pm on the third Wednesday of each month.

District Calendar

Subject to 20-1-301 and 20-1-308 MCA and the District's collective bargaining agreement, the Board sets the number of days in a school term, the length of the school day, and the number of school days in a school week.

District Calendar Guidelines/Procedures

The development of the District calendar will be guided by the following procedure:

1. The calendar will include a minimum of three days per week.
2. The calendar will include the following holidays: Labor Day, Thanksgiving Day, Christmas Day, and the state or national election days when the school building is used for a polling place and the conduct of school would interfere with the election process at the polling place.
3. The calendar will include 10 Pupil Instruction Related (PIR) Days.
4. The calendar will include one week for spring break; the same week as Bozeman Public Schools.

Building Hours and Usage

When using the building for class preparation, it is an employee's responsibility to see that the building is properly secured and lights turned out upon departure. All outside doors must be checked to be sure they have closed securely. Pull on the doors to be sure they have closed tightly.

The building hours are Monday-Thursday from 7:30am to 4:00pm and Fridays 7:30am-3:30pm during the school year. During the summer and other times when school is not in session, the building is closed.

School facilities are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with school programs or school-sponsored activities. Use during the summer may require extra fees. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's rules of conduct at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost if the schedule has openings. Other organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent or athletic director for more information.

Employment-Related Information

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's policy, the collective bargaining agreement shall prevail for the certified staff. When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board shall govern.

Certified Contracts and Compensation

Each certificated employee will be employed under a written contract, initiated at time of hire, subject to the terms and conditions of the collective bargaining agreement and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of the collective bargaining agreement.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule in accordance with timelines established by the collective bargaining agreements.

Certified Assignments, Reassignments, and Transfers

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year. Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in the collective bargaining agreement.

Certification

The Gallatin Gateway School District shall require that its contracted certified staff hold a valid Montana Teacher or Specialist Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the county Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate to the Superintendent at the time of initial employment as well as at the time of each renewal of certification.

Classified Employment and Assignment

Each classified employee hired shall be employed under a written contract, initiated at time of hire, of a specified term within the meaning of 39-2-912, MCA. Such employees shall have no expectation of continued employment from year-to-year, and contracts of employment may be renewed or non-renewed each year at the District's sole option. The Board shall determine the salary and wages for classified personnel.

Teachers' aides/Para educators, as defined in the appropriate classified job descriptions, are under the supervision of the Superintendent or teacher to whom the Superintendent may have delegated responsibility for close direction or mentoring. The nature of the work accomplished by Para educators will encompass a variety of tasks that may be inclusive of "limited instructional duties." The District reserves the right to change classified employment conditions affecting the employee's duties, assignment, or supervisor.

Aides/Para educators are employed by the District for a variety of duties. A Para educator is an extension of the teacher who legally has the direct control and supervision of the classroom or playground and responsibility for the control and welfare of the students.

In compliance with applicable legal requirements, the Board shall require all Para educators with instructional duties that are newly hired in a Title I school-wide program, to have:

1. completed at least two (2) years of study at an institution of higher education
2. obtained an Associate's or higher degree; or

3. met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

Pre-employment Physical Screenings

New employees hired into the positions with custodial, kitchen, and/or maintenance duties will complete a pre-employment physical screening in accordance with the MSGIA P.E.P program. Employment offers to new employees will be contingent upon passing the pre-employment physical screening. The same procedure to hire regular employees performing the duties in the maintenance, custodial, and/or food service departments should be utilized for individuals who would like to be placed on the substitute lists for these positions within the District.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review, and must initial, with each contract issuance. Superintendent may assign other duties as needed. Employees should ask the Superintendent if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to Board policy.

Criminal Records Check/ Fingerprinting

Any finalist recommended for a hired or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation, at the volunteer/employee's expense, conducted by the Gallatin County Superintendent of Schools. Employment offers will be contingent upon successful completion of a criminal fingerprint/background check.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal offenses:

- a certified teacher seeking full- or part-time employment within the District;
- an educational support employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- a volunteer assigned within the District who has regular unsupervised access to students;
- a volunteer attending an overnight field trip.

Any requirement of an applicant to submit to a criminal fingerprint/background check shall follow the Volunteers for Children Act of 1998 and applicable federal regulations.

Drug-Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

A controlled substance is one which is:

- not legally obtainable;
- being used in a manner different than prescribed;
- legally obtainable, but has not been legally obtained; or
- referenced in federal or state-controlled substance acts.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
- post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees; and
- inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

Gallatin Gateway School shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for the testing.

Tobacco-Free Policy

The District maintains tobacco-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation.

Use of tobacco products in a public-school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with using tobacco products.

"Public school building or public-school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

Fair Labor Standards Act

Certified employees: collective bargaining agreement

Classified staff regular working hours will be set by the Superintendent. Classified staff may not work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Superintendent. Overtime is defined as time worked over 40 hours in one week, or hours beyond those designated by contract. A week is defined as seven consecutive days covering Monday through Sunday.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Classified employees who fail to comply with established procedures will be given a written corrective statement and may result in disciplinary action in accordance with applicable provisions of Board policy, administrative procedures, and collective bargaining agreements. More information can also be found under "Work Day."

Work Day

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts.

Certified employees: collective bargaining agreement.

Classified employees' work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be one who works forty (40)-hour per week. The work day is exclusive of a 30-minute lunch. Individual Classified Employee's schedules will be established by the Superintendent. All overtime, beyond contracted hours, must be approved in writing by the Superintendent prior to the time being worked. Normal office hours in the District will be Monday-Thursday, 7:30am to 4:00pm and Friday, 7:30am-3:30pm.

Punctuality

We rely on each other to keep our school running smoothly and our students safe; we must be on duty on time. This includes being at assigned morning duties at 7:50 am, in the hallway at 7:55 am, 3:15 pm, lunchroom/recess duty at a designated time, and attending afternoon duties as assigned. Other opportunities for punctuality include recess obligations, meetings, parent-teacher conferences, school events, and arrival and pick-up of students from elective classes and the cafeteria.

Employee Check-in/Checkout Procedures

All employees are required to enter the building through the main entrance, sign-in and take their temperature at the front office each day. All employees must, prior to their lunch break, take their temperature at the front office. All employees must sign out and take their temperature at the front office before they exit the school. Employees who leave during the work day are required to check out using the same procedures, sign out at the office and remind an office person prior to leave day(s) (even if Request for Approval of Leave Form has been completed and approved). If leaving or returning from a half-day leave, staff should sign in or out at the office and visit with an office person about leaving or arriving to school using the same procedures as above.

Sick Leave

Certified employees: collective bargaining agreement

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate family" shall mean the employee's spouse and children residing in the employee's household.

Sick leave is for the time that an employee is unable to perform job duties because of:

- a physical or mental illness, injury, or disability;
- maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical care for the employee or the employee's child;
- parental leave for a permanent employee as provided in § 2-18-606, MCA;
- quarantine resulting from exposure to a contagious disease;
- examination or treatment by a licensed health care provider;
- short-term attendance, in an agency's discretion to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with policy.

Bereavement Leave

Certified employees: collective bargaining agreement

Classified employees who have suffered a death in the immediate family will be eligible for bereavement leave. A maximum of three (3) days of accumulated sick leave may be used per year due to a death in the immediate family.

Maternity/Paternity Leave

Certified employees: collective bargaining agreement.

Classified employees shall be granted maternity/paternity leave. Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.

Vacation Leave

Certified employees: collective bargaining agreement.

Classified and administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

Vacation and/or personal leave days for all employees will be logged on the master calendar. This will encourage staff to minimize the number of staff members taking leave at the same time and to ensure all leave requests are covered by substitute staff. Due to times of difficulty finding substitute staff, teachers are asked to stagger personal leave requests by viewing staff requests on the master calendar before planning leave.

Personal and Emergency Leave

Certified employees: collective bargaining agreement.

Classified employees may be granted personal leave upon prior approval of the Superintendent.

Civic Duties Leave

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the legislature does not acquire tenure.

Employees may not receive payment from two separate public entities (the District and either jury duty or legislative service) unless the employee reimburses the District in the amount paid by the other public entity or the employee agrees to have his or her salary reduced in the amount received by the other public entity.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Family and Medical Leave Act (FMLA)

Gallatin Gateway School employees are not eligible for FMLA leave because the District does not employ at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year. For additional information, please refer to Board policy.

Holidays

Certified staff holidays are dictated by the school calendar.

Classified staff holidays are dictated by 20-1-305, MCA:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day

5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

Part-time classified employees shall receive holiday pay on a prorated basis. In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday. Temporary employees will not receive holiday pay.

In cases where one of the above holidays falls on Sunday, the following Monday shall not be a holiday. In those cases where one of the above holidays falls on Saturday, the preceding Friday shall not be a holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Evaluation of Staff

The District's evaluation program is designed to provide an opportunity for staff to review their evaluation, discuss plans for professional growth and career opportunities, and review the employee's promotion of District's goals.

Certified employees: collective bargaining agreement.

Classified employees will be evaluated using the job-specific evaluation tool.

Staff Development

The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance.

All requests for District payment of professional development require prior administrative approval. Staff requesting approval for professional development funding should complete the Professional Development Application

All requests for release time from regular work duties to attend meetings or conferences will be decided based on such factors as availability of funds, consistency with District and building goals, amount of leave taken away from the classroom instruction, and job assignment. Requests require prior Superintendent approval for attendance.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds or for the use of work hours.

Resignation of Staff

Certified employees will generally be expected to fulfill the terms of their contract: (1) unless there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees will generally be expected to fulfill the terms of their contract and to give due written notice, which will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two (2)-week notice.

All resignations should be given to the Superintendent in writing. Requests for resignation shall be transmitted to the Board.

Retirement

To assist Gallatin Gateway School in its planning efforts, staff members considering retirement are encouraged to notify the District as early as possible.

Reduction in Force

Certified employees: collective bargaining agreement

Classified employees: The Board has the exclusive authority to determine the appropriate number of employees. Employee shall have no expectation of continued employment with the District upon the expiration of the term of the contract. Without Board action employment will automatically terminate upon expiration of the contract.

Discipline and Discharge

Certified employees: collective bargaining agreement

Classified employees: Discipline and dismissal will follow relevant provisions of applicable law.

Employee Pay Periods/Paydays

Gallatin Gateway School employee paydays are monthly and each pay period begins the first of the month and the end of each pay period is the last day of each month. Employee paychecks will be issued on the fifth day of each month. If the fifth of the month is a holiday or non-working day, said payroll shall be issued the last working day preceding said holiday or non-working day. Employees may elect for direct deposit of funds into one designated checking or savings account. Once election is made it shall stay in effect and full force until Gallatin Gateway School has received written notification from the employee of its termination in such time and in such manner which will afford Gallatin Gateway School and the depository a reasonable opportunity to act on it. Direct deposit does not guarantee that funds will be available to the employee by his/her financial institution on designated payday.

Certified employees: collective bargaining agreement

Classified employees are expected to fill out their time sheet weekly, and must submit their time sheet the last business day of the month. Employees failing to submit a time sheet on time will not be paid until the next scheduled payday.

If a District employee quits, is laid off, or is discharged, wages shall be paid on the next regular pay day for the pay period in which the employee was separated, or fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- Charges have been filed with law enforcement within seven (7) days of separation.

If no charges are filed within fifteen (15) days of the filing of the report with law enforcement, the wages are due within a fifteen (15)-day period.

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Employee Benefits

The Board provides unemployment insurance, workers' compensation, and liability insurance for all employees.

Certified employees: collective bargaining agreement

A flexible benefits plan is available to certified employees. This plan allows employees to select benefits from among a set list of options and pay for those qualified under the Internal Revenue Code's Section 125 with "pre-tax" dollars. The benefit plan year begins September 1 of every year. Employees have the option to elect for these benefits each year. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

Certified employees are required to participate in Teachers' Retirement Systems (TRS). Upon hire all certified employees will enroll in the program and the contributions are as follows for employees and the District: the District will contribute 8.770% of gross wages and the employee will contribute 8.15% of gross wages.

Classified employees: A flexible benefits plan is available. This plan allows employees to select benefits from among a set list of options and pay for those qualified under the Internal Revenue Code's Section 125 with "pre-tax" dollars. The benefit plan year begins September 1 of every year. Employees have the option to elect for these benefits each year. Gallatin Gateway School contributes a Board designated amount for all classified employees that work more than 20 hours/week. Employees have the option to contribute their own "pre-tax" contributions to the plan up to the maximum amount allowable by the plan each year. Classified employees working less than half-time do not receive contributions from Gallatin Gateway School, but may elect to participate in the plan with their own "pre-tax" contributions up to the maximum amount allowable by the plan each year. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

Classified employees working at least 960 hours per year must participate in the Public Employees Retirement System (PERS). Upon hire classified employees will enroll in the program and the contributions for employees and the District are as follows: The District contribution is 8.10% of gross wages and the employee contribution is 7.90% of gross wages. For employees employed less than 960 hours per year, PERS participation is optional.

Staff Conduct

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

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

Further, employees should hold confidential all information deemed as such, as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety, or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Complaints

Parent/Student:

District employees will endeavor to respond to and resolve all complaints and concerns without the need to resort to the grievance procedure. Concerns and complaints should be addressed promptly and equitably. Should a concern arise at school, the teacher or staff member involved is the first to be consulted. Teachers and staff members should encourage parents through disclosure documents and parent/teacher meetings to respond directly to them first so misunderstandings or concerns can be resolved. If an amicable solution cannot be met, the parent and teacher may request a conference with the Superintendent to seek alternative remedies. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with Board policy.

Staff:

The District attempts to provide the best working conditions for its employees. Each employee is expected to follow established staff ethics, applicable Board policies, and administrative procedures. Employees are encouraged to participate in an open and frank atmosphere in which any problems, complaints, suggestions, or questions may be answered and/or clarified through informal discussion for means of resolution. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with Board policy.

Harassment /Discrimination

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the work place and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, Board member, or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming at fellow employees;
- Hostile glares and other intimidating gestures toward fellow employees;
- Damaging or threatening to damage another's property;
- The deliberate sabotage and undermining of another's work performance;
- Impeding, delaying, or otherwise interfering with the orderly conduct of the District employee program or any other activity occurring on school property;
- Operating a motor vehicle in a risky manner to scare or intimidate;
- Exclusion or social isolation; and
- Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Superintendent. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see Board policy.

Title IX, Section 504, and Title II -ADA Grievance Procedures

The Gallatin Gateway School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II, the Americans with Disabilities Act (ADA) and its amendments. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap. The Gallatin Gateway School District does not discriminate on the basis of sex or disability in its education programs and activities.

Title IX

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- In the case of an employee, denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; or

Has the purpose or effect of:

- Substantially interfering with a student's educational environment or employee's work environment;
- Creating an intimidating, hostile, or offensive educational or work environment;
- Depriving a student of educational aid, benefits, services, or treatment;
- Depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Section 504 and Title II -ADA

Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompass both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to:

Counselor
Section 504 Case Manager
406-763-4415 ext. 28

Superintendent
Section 504 Coordinator
406-763-4415 ext. 13

Coordinators

Inquiries concerning the application of Title IX or discrimination under Section 504 or the ADA may be referred to:

Counselor
Section 504 Case Manager
406-763-4415 ext. 28

Superintendent
Section 504 Coordinator
406-763-4415 ext. 13

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the building administrator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes

to invoke the formal complaint procedures (see Formal Complaint section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

Informal Resolution

An individual alleging sex or disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

Gallatin Gateway School District Policy 1700 on the Uniform Complaint Procedure states:

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

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

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

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

Level 1:

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

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

Level 2:

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

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

investigator or other District employees to assist with the appeal and/or (4) take other steps appropriate or helpful in resolving the complaint.

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

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

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

Level 3:

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

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

Level 4

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

Retaliation

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

Personnel Records

Personnel Files will be established for each person employed by the District to include: 1) Such information as applications for employment, references, records relative to compensation, payroll deductions, leave requests, job assignments/transfers, transcripts, licensing, etc.; 2) Evaluation file - maintained by Superintendent which may contain such information as evaluations and plans of improvement; 3) Complaint/Discipline Action File - maintained by the Superintendent which may contain complaints, grievances, and written disciplinary actions; and 4) Medical Information File -

records containing medical condition information, such as workers' compensation reports and release/permission to return to work forms, which will be kept confidential and in a separate file from personnel records and evaluation records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files/evaluation files is limited to use and inspection only by the following or as otherwise required by law:

- The individual employee. An employee or designee may arrange with the Superintendent to inspect the contents of his/her personnel file on any day the office is open for business;
- Others designated in writing by the employee;
- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
- Superintendent or District administrators who supervise the employee;
- Attorneys for the District or the District's designated representative on matters of District business.

The Superintendent may permit persons other than those specified above, to use and to inspect the personnel file when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

Personnel records will be maintained for ten (10) years after the employee has left the District's employment. After ten (10) years, employment records will be destroyed.

Release of General Staff Information

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes in writing for the District to do so.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to Superintendent.

Staff Dress and Grooming

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

As professionals, teachers are expected to observe standards of dress and appearance comparable to that which is generally found acceptable within our business and professional communities. Open-toed sandals are allowed if they have a back strap which is used. Spaghetti strap tops, low neck lines, and muscle shirts are not acceptable attire for

school days. Jeans, including colored, are not acceptable except on Fridays in exchange for \$2 donation (amount not to be prorated for part-time employees or early release days) to a pre-selected non-profit organization. Clothing acceptable in a physical education setting is not acceptable for classroom instruction.

Faculty Meetings

All certified staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. Reserve Wednesday afternoons for staff meetings. Teacher-requested items for the staff agenda should be discussed with the Superintendent at least one week prior to the meeting; however, the Superintendent has final authority of all items discussed at the staff meeting. Teachers can assist by being on time and staying on task. Staff meetings are scheduled for the purpose of professional development or organization and communication of business that typically cannot be handled through email, staff bulletins, or committee structure. Social committee or other committee meetings of the staff should be arranged for days other than Wednesday after school.

Cell Phone Use

Cell phones are to be kept on silent while at school. They may be used before school, during the lunch hour, and after school. If the teacher is using the Catapult EMS app, then it is appropriate for the teacher to have the phone on their person. If attending a field trip, teachers may not use cell phones while driving students. Please refrain from use in hallways, during class time, and during recess duty. Providing your personal cell phone number to students is the decision of the staff member.

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the school, nor may anyone distribute flyers or other materials related to fund drives through the school without Superintendent approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent.

Employee Email and Online Services Usage

Email is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on school computers. Online services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers. Staff members are expected to check email accounts at least twice daily to ensure timely retrieval of information and by 3:00pm to retrieve messages for students.

Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

- The District email and Internet systems are intended to be used for educational purposes only.
- Use for informal or personal purposes is permissible within reasonable limits.
- All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.
- Additionally, email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.
- Employees should always ensure that the educational information contained in email/Internet messages is accurate, appropriate and lawful.
- Email/Internet messages by employees may not necessarily reflect the views of the District.
- Abuse of the email or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network, equipment, or work hours. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or webpages do so at their own risk; however, employees are strongly encouraged to keep their personal webpages private and to prevent students and the parents of students from accessing their personal webpages. Maintenance of personal media sites is prohibited during work hours.

All staff members must complete an Internet Use Agreement yearly and return it to the district clerk.

Travel for District Business

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved in advance by Superintendent. Reimbursement for mileage and expenses incurred in travel for the District is made in accordance with statutory limitations. Staff should submit a Travel Reimbursement Form and as warranted, a Reimbursement Claim Form and Professional Development Application to the Superintendent to receive reimbursement for travel expenses.

District employees will be reimbursed for meals, mileage, and lodging while away from the building and while engaged in official District business. Reimbursement rates for meals will be in accordance with 2-18-501, MCA:

- up to \$5 for the morning meal, up to \$6 for the midday meal, and up to \$12 for the evening meal (not including alcoholic beverages or gratuity);
- All claims for meal(s) and lodging reimbursement must be documented by an original itemized receipt.

Participation in Political Activities

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the work day for campaign purposes.

District Property

Care/Use of District Property

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the Superintendent.

Certain District-owned equipment, including laptop computers as designated for check out, may be borrowed by the staff. Such equipment may not be used for personal financial gain. There are no equipment use fees. Documents and information created in the course and scope of the employee's duties and regularly stored in electronic format on District computers are the property of the District. Any employee who is leaving the District's employment may not erase or delete this information without permission of the Superintendent.

This would pertain to lessons designed by District staff, materials designed for teaching lessons, rubrics for scoring or grading, pictures of projects/students, and communication about students and other such items for student instruction and evaluation. These guidelines are outlined in the Notice to Employees: Property Rights Form, which is signed annually.

Keys

Keys are issued to staff by the Superintendent or designee. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- Keys may not be loaned to students or to individuals not employed by the District. Under no circumstance should staff provide keys to students to “run errands,” “unlock/lock” doors, etc. If students need to gain admittance to locked areas, teachers should accompany students and ensure door is locked afterward.
- Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
- Upon completion of a Lost/Stolen/Damaged Key Report Form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued (\$10/key & \$30/door to rekey building);
- Charges for lost or stolen electronic door fobs will be made to the staff member whom the fob(s) have been issued (\$5/fob)
- All keys are to be checked in at the end of the school year. Staff may make arrangements with the Superintendent to keep their keys as appropriate for summer months;
- Teachers are responsible to lock and secure their rooms nightly. All access doors and windows to each room must be closed tightly and locked. No doors should be left unlocked. Substitutes must be directed to lock doors before leaving the building;
- Each lock in the school is unique. Teachers can access their own room and common use areas only. Access to other rooms will not be given by the clerk or custodian at any time.

Mailboxes

Staff member are expected to check and empty their mailbox at least twice per day, one of which must be prior to the last period of each school day to ensure that all messages placed in them for students are delivered accordingly. Students may be assigned to pick up and deliver to the teacher the mail at the end of the day. In addition to mail, staff may receive daily email, bulletins, phone messages, and memoranda to distribute daily.

Employee Parking

Employees are to park their vehicles on the West end of the school or in the parking spaces directly North of classrooms. Visitor parking is in the spaces North of the School, closest to Mill Street, or in spaces on the West end of the School.

Outgoing Mail

Employees should place all school-related outgoing mail in the office for postage. Personal mail may be left in the office with the adequate postage for delivery to the post office.

Voicemail

The Gallatin Gateway School phone system allows individuals calling and reaching voicemail to select an extension, allowing parents and students to access teacher voice mail.

Staff members are required to set up their voice mail at the beginning of the year. Voicemail is available to all classroom teachers for the convenience and ease of communication with parents and students. Directions for setting up and updating voice mail can be found in the appendix of this manual.

Website Updates

Each classroom teacher has a website to facilitate communication with parents and the public. These websites are to be maintained and current. As a rule of practice, classroom websites should be updated at least once a month.

Email Use and Instruction

Teachers are expected to check email frequently throughout the work day for messages pertinent to student absences, transportation, etc. and at the end of day before student release for messages about bus riding and/or afterschool care or plans.

Copy Machines

There is a copy machine in the office for staff instructional use. Each staff member is given a code to use on the copier. Staff are responsible for all copies made using that code. If the machine is not working properly, please notify the office immediately for assistance.

Laminator

A laminator is available in the library for teacher and staff use. Please abide by and consider the following items when using the laminator:

- The laminator takes about 20 minutes to heat up and should be at 220 degrees to work properly.
- Items should not be laminated if they are heavier than construction paper.
- Multiple thickness posters will not laminate without leaving many air bubbles (two thin layers are acceptable.)
- All staples should be removed (try glue instead.)
- Heavy crayon coloring melts as it goes through the laminator thereby ruining the picture.
- Black paper absorbs heat differently than most other colors and does not laminate well.

Donations

All donations should be made through the office using a donation form. All donations are property of Gallatin Gateway School and must be added to the appropriate classroom inventory. Thank You cards are encouraged after receiving a donation. Thank You cards are available at the front office.

Reimbursable Classroom Expenses

Reimbursement will not be given without prior approval of the Superintendent and proper business receipts. Request for reimbursement must be submitted at the time of purchase or within 30 days. All non-consumable items purchased with support organization funds must be added to the classroom inventory.

Inventory

Each classroom will have an annual inventory. Individuals in charge of an inventory must reconcile an inventory list at the beginning of the school year and again at the end of the school year. Inventory will include all non-consumable items. Inventory must follow the format established by the school clerk. Items donated, purchased by support organizations, or purchased by the District will be added to an inventory as received. Inventories at the year's end will be as current as possible before final reconciliation by the teachers. The District may conduct a random audit of one to three classrooms each year.

Classroom teachers are encouraged to maintain an inventory of consumable items to ensure efficient ordering at the end of each year.

Staff Common Area

A microwave (cafeteria), a refrigerator (cafeteria), and a hot water dispenser and sink (conference room) are provided for staff use. All staff members are expected to "pitch in," as needed, to keep common areas clean and orderly.

Community Spaces

The staff and students are responsible for maintaining areas in which we share. These spaces include the office, hallway, library, tech lab, art room, cafeteria, staff fridge, costume containers, learning lab, upstairs storage area, basement, maintenance/mechanical room, and playground. Please ensure that after each use, the area is completely

cleaned and organized. Report any missing or damaged items to the Superintendent immediately. Thank you for helping us in this effort!

Class room Security

Classrooms and items within them are property of the District. Classrooms may be rented by others and/or an organization and should be left clean and orderly at the end of each day. When leaving the classroom, gym, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors and windows.

All staff are asked to refrain from keeping personal items in or about their desks or classrooms. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The District will not be responsible for the loss of, or damage to, personal property due to causes such as fire, theft, accident, or vandalism. All personal effects should be removed at the end of each school year.

Class room Design

Classroom design plans shall be discussed with the Superintendent prior to each school year and/or before any major reorganization. Items not used for daily instruction should be stored upstairs or, if personal, taken home. Classrooms may not have microwaves, refrigerators, or small appliances (ie coffee makers, hot pots, etc). Teachers are expected to maximize student learning space by minimizing Teacher Workspace.

Use of Private Vehicles for District Business

The Gallatin Gateway School District appreciates work performed by employees to assist with student activities. As part of these activities, there are times when employees may be asked to use personal vehicles to transport students to or from activities.

Before staff or volunteers are authorized to transport children other than their own, the Gallatin Gateway School District requires:

1. Minimum of \$300,000 liability on vehicle insurance
2. A valid Montana Driver's License
3. An acceptable driving history
4. Age 21 or older

Employees transporting students for student activities must complete an Employee and Volunteer Auto Insurance Request Form annually.

Lockers

Teachers will assign each student a locker and assist students with following the locker expectations in the Student-Parent Handbook. Please have students clean their lockers, at the minimum, prior to release to Christmas Break and prior to End-of-Year. Teachers will monitor lockers daily to ensure they are closed after each student use.

Cash

Money collected by staff and students as a result of fundraisers or other school-related purposes must be receipted. Receipt books are available from the front office. Any money collected is to be deposited at the end of the day to the office. At no time is money to be kept overnight, held during holidays, or left for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing fundraiser money, with appropriate school officials.

Fundraising

"Fundraising" means sales made by a school or made by a student that are for the purpose of raising funds for the school to purchase equipment, materials, field trips, support activities of the GGS support groups P.I.E or Boosters, or provide transportation, etc. and that are part of an officially sanctioned school activity.

Staff members and/or advisors of school clubs or school activities involved in fundraising must properly document the activities by submitting a Fundraising Request Form to the Superintendent/designee and properly accounting for money received and expended through proper documentation.

Class room Maintenance

Gallatin Gateway School contracts with a custodial services company in order to effectively and efficiently maintain a clean and healthy environment. Therefore, teachers and students are asked to assist within their scope as noted below. Any additional needs should be coordinated through the superintendent:

- Report stains or spills to the front office immediately for cleaning
- Vacuum if needed between custodial services vacuuming
- Sanitize student desks frequently
- Keep storage, papers, and books away from heaters and exits
- Clean white boards and trays frequently
- Sanitize all table surfaces regularly
- Clean electronic devices to avoid excess dirt and dust
- Ensure that students move chairs to the edge of the classroom at the end of each day – do not stack
- Place trash bags into the hallway at the end of each day

Purchase Orders

Order all supplies and equipment by submitting a requisition. The Superintendent will notify you when the requisition has been approved and a purchase order has been generated. **ONLY IN EMERGENT CIRCUMSTANCES** can you order prior to the submission of a requisition.

Requisitions for the following school year must be submitted to the Superintendent each spring and approved purchase orders will be purchased prior to the start of the school year.

Teachers and students (students involved with clubs or organizations with accounts in the activity fund) are not authorized to purchase anything in the name of the school without a purchase order. A purchase order must be obtained and approved prior to the purchase of items.

Reimbursement for Purchases by Employees for District

On occasion it may be to the benefit of the District for an employee to purchase pre-approved items and be reimbursed for those purchases upon presentation of invoice and/or receipt. No reimbursements will be made without itemized receipts. Reimbursement requests need to be made within 30 days of purchase.

Wellness Procedures

Foods and Beverages

Staff may use the designated microwave and refrigerator in the cafeteria. It is the obligation of the staff to create a rotation or a method for keeping equipment clean and sanitary throughout the school year. Foods and beverages should be labeled.

As a staff, we are the role models for our students. In following USDA standards, foods sold outside of reimbursable school meals, such as through vending machines, fundraisers, school stores, etc. may include water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA). In addition, foods should follow USDA standards for salt and fat intake when used outside of reimbursable school meals.

Those foods and beverages not to be sold at school include soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine); snacks high in salt or fat.

Fundraising Activities

To support children's health and school nutrition-education efforts, Gallatin Gateway School will encourage fundraising activities that promote physical activity and healthy nutrition.

Rewards

Gallatin Gateway School will not use foods or beverages as rewards for academic performance or good behavior; and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Gallatin Gateway School Staff will make efforts to limit celebrations that involve food during the school day. The District will distribute a list of healthy celebration ideas to parents and teachers.

Integrating Physical Activity into the Classroom Setting

For students to receive physical activity and for students to fully embrace regular physical activity as a personal behavior, students may receive opportunities for physical activity beyond the state required minimum for physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television; and
- Opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers may provide short physical activity breaks between lessons or classes as appropriate.

Staff Wellness

Gallatin Gateway School highly values the health and well-being of every employee. Effort will be made to inform staff of activities that support a healthy lifestyle.

Safety Procedures

Safety Committee

A building safety committee has been established to assist the implementation of the District's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on District property.

The building safety committee meets quarterly, or as needed, and conducts workplace safety inspections to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are reviewed to help prevent similar events from recurring.

All potential hazards are to be reported immediately to the Superintendent:

Workers' Compensation Benefits

All employees of the District are covered by Workers' Compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment if emergency prevails;
2. Correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized;
3. Report the injury or disabling condition (whether actual or possible) to the Superintendent within forty-eight (48) hours on the Employer's First Report of Occupational Injury or Disease which can be found at <http://msgia.org/Employees.aspx>; and
4. Call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury.

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. By law, use of sick leave must be coordinated with receipt of Workers' Compensation benefits on a case-by-case basis by contacting the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident. The District shall investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the District's working environment did occur as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the

District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division which could result in additional fees levied against the District.

Accident Reporting

If you witness a student injury, follow the procedure outlined below:

1. Assist the student.
2. If the injury appears serious, do not move the student unless absolutely necessary.
3. Contact the administration yourself or have someone do so for you at the earliest possible moment.
4. If necessary, contact EMS by calling 911.
5. Contact parents.
6. Complete School Accident/Incident Report Form and give to the Superintendent. (All staff are encouraged to be trained in first aid, concussion procedures, and emergency procedures.)

A School Accident/Incident Report Form should be completed in the following instances:

1. When a recommendation to seek medical or dental attention has been made. Examples include lacerations needing possible sutures, a foreign body in the eye, tooth damage or loss, etc.
2. When the nature of the injury is such that it MAY require a visit to a physician or dentist. Examples include a possible sprain, wound, or seizure.
3. In the event of head injuries.
4. In the event of poisoning, internal or external.
5. When suspected fractures have occurred.
6. If human bites are involved.
7. When puncture wounds have occurred.
8. When injuries are sustained from fighting.
9. When injuries are sustained from equipment failure.

Staff Health and Safety

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infectious materials procedures established by the District and the following safety rules of the District:

1. All injuries shall be reported immediately to the Superintendent of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;

3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to the Superintendent.

Weapons

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

Emergency Drills

All teachers are required to provide instruction on fire and earthquake dangers and drills in accordance with the requirements of the law. Please see your *Emergency Procedures Manual* for specific procedures to follow in emergency situations.

Drills will occur on a regular basis as required by state law. There will be at least eight (8) drills a year.

It is required that all staff post a map/diagram of the fire escape route to be followed in the classroom doorways. Staff are required to review emergency procedures with students. Teachers are encouraged to use the Catapult EMS app on their cell phones. Teachers must have Catapult EMS live on their desk-tops daily, if they choose not to use the app.

Emergency Closures

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

Employees should refer to the *Emergency Procedures Manual* in the event of delayed openings or school closures. Employees will not be required to report to work on school closure days unless it is determined necessary by the Superintendent.

District Safety Plan

All staff will be provided with a copy of the District's Safety Plan. Additional copies of the District Safety Plan are available in the office.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give some background, asbestos has been used as a building material for many years. It is a naturally-occurring mineral that is mined primarily in Canada and South Africa. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway School hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office and on the District website.

Communicable Disease /Bloodborne Pathogens/Infection-Control Procedures

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection-control procedures, including provisions for handling and disposing of contaminated fluids, have also been established.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

Communicable Diseases/Students with HIV, HBV, AIDS

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Educational services generally will not be provided to students excluded from the classroom unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the District will inform the appropriate staff member to protect against the risk of exposure.

Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care, until relieved by paramedics or other appropriate medical personnel.

Concussion Procedures

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is jostled or twisted inside the skull as a result of a blow, bump, or jolt to the head or body. Even minor blows to the head can cause a concussion, and the majority of concussions do not result in loss of consciousness. Less than 10% of individuals sustaining a concussion lose consciousness. Concussions are also not generally able to be detected through scans or other tests. It is important to remember that there is no such thing as a minor brain injury.

Research now shows that young athletes are particularly vulnerable to the effects of concussions. These effects can result in short- or long-term changes in brain function, or in some cases, death. After a concussion, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Symptoms of Concussions

District personnel are not responsible for diagnosing a student or athlete with a concussion; only a qualified health care provider can diagnose a concussion. District personnel are responsible for recognizing the signs and symptoms of concussions and act immediately when these are present as provided herein.

If District personnel know that a student/athlete received a blow or bump to the head or body, they should remove the student from activities and watch the student/athlete closely to determine if they exhibit any of the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion
- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Even if District personnel are unaware of a student/athlete sustaining a blow or bump to the head or body, they should act in accordance with these procedures if they observe or hear of a student/athlete exhibiting these symptoms. It is better to err on the side of caution when acting on suspicions of a concussion.

Actions When Concussion is Suspected

District personnel must use their own judgment in determining when they must act on a suspected concussion. This is a matter of when the staff member actually suspects a concussion. There may be situations when the student/athlete suffers a significant blow, bump, or jolt to the head, and action should be taken immediately. However, the signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. Therefore, a student/athlete should be observed following a suspected concussion and should never be left alone. Because extreme caution should be exercised in the event a concussion is suspected, District personnel should remove students/athletes from participation or play in physical activities until the student/athlete is cleared ("When in doubt, sit them out").

There may be rare emergency situations where it may be necessary to seek immediate medical care of a student/athlete suffering a blow, bump, or jolt to the head or body. District personnel must call 911 if the student/athlete loses consciousness, has a decreasing level of consciousness, looks very drowsy or cannot be awakened, if there is difficulty getting his or her attention, irregularity in breathing, severe or worsening headaches, persistent vomiting, or any seizures.

When a concussion is suspected, District personnel must take the following actions:

1. Remove the student/athlete from participation or play in all physical activities.
2. Inform the athlete's parents or guardians about the possible concussion and give them information on concussion.
3. Ensure that the athlete is evaluated by an appropriate health-care professional.
4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

Steps two and three may occur in a different order and/or simultaneously depending on the circumstances. It is important that both steps are followed, regardless of whether they are completed second or third in the order.

Students/athletes are not allowed and must not be encouraged to "tough it out" or "play through" a suspected concussion. District personnel are prohibited from praising students/athletes for playing despite exhibiting symptoms of a concussion. Discipline may be taken against any District staff member that knowingly allows a student/athlete to continue to participate in a physical activity despite consciously recognizing the student/athlete exhibiting symptoms of a concussion or encouraging a student/athlete to continue participation despite complaining of or exhibiting symptoms of a concussion.

All teachers and staff are expected to be familiar with all concussion protocol outlined in the Athletic Handbook. All staff are expected to complete the "best course" of training found at <https://www.cdc.gov/headsup/youthsports/training/index.html> and turn in their certificate to the office every year.

Instruction-Related Information

Preparation

While meeting student needs in a fast-paced environment, teachers must maximize planning and instructional time. Areas where this is of highest demand include:

- Lesson plan submission by Monday at 9:00am using PlanbookEdu
- Assembly of all lesson materials prior to the day of instruction (including copy machine needs for the day's lessons — the copy machine has been known to break down!)
- Substitute plans complete and submitted to Superintendent prior to the day of instruction
- Practice and student understanding of emergency procedures
- Submission of daily attendance and lunch count by 8:30am through PowerSchool
- Updated grade reports in PowerSchool
- Updated and informative website

Class Interruptions

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without prior authorization from Superintendent or the classroom teacher. Intercom use is restricted to administrative use or administrative-approved use only.

Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with District curriculum and appropriate to the individual needs of students. Gallatin Gateway School teaching staff will use PlanbookEdu.

Teachers are expected to prepare lesson plans on a weekly basis. Digital copies of lesson plans are to be submitted to the Superintendent no later than 9:00am Monday morning, for the upcoming week.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the Superintendent may monitor instruction to ensure that the educational program in a particular class or activity is consistent with the District-approved course of study.

Grade Books

The Montana Law (20-4-301, MCA) states that a teacher's record of attendance is the official record for a school in legal matters, etc. The office will reconcile with teachers periodically to confirm the office attendance records. At the end of the school year, the office will ask teachers for the year's attendance records for the permanent school files.

Teachers are required to submit year-end grading records with attendance and yearly lesson plans to the Superintendent using www.planbookedu.com

Expectations for Grading and Attendance

At the beginning of the year, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades through the classroom disclosure document. Teachers will update grades a minimum of once a week. Each teacher's disclosure document must inform parents of the day of the week to expect all grading to be current online.

Third to eighth grade teachers must verify final grades, comments, and grade point averages with the PowerSchool clerk before each quarter's report card is sent home to parents. All report cards must be reviewed by the Superintendent before being sent home to students and parents.

There is an expectation that if a student will be receiving a midterm or quarter grades of "D" or "F," the teacher will communicate with the parent, either in person or on the phone, prior to the receipt of the grade. The teacher will work with the student and the parents to find ways to improve academic deficiencies.

Report cards and midterms should all be sent home on the same day for all grades. K-8 report cards and midterms are sent home the Friday following the end of the quarter unless directed otherwise by the Superintendent.

A student who has not completed work by the end of the marking period and who, in the instructor's judgment should be given an incomplete on the report card, will make up the work by the date specified by the teacher.

Grading Scale: (K-2)

Letter

AP	Above Average (Advanced Proficient)
P	Satisfactory (Proficient)
NP	Below Average/Needs Improvement (Nearing Proficient)
N	Unacceptable (Novice)

Grading Scale: (3-8)

Letter	%	Grade Point
A+	100-99	4.0
A	98-94	4.0
A-	93-90	4.0
B+	89-88	3.0
B	87-84	3.0
B-	83-80	3.0
C+	79-78	2.0
C	77-74	2.0
C-	73-70	2.0
D+	69-68	1.0
D	67-64	1.0
D-	63-60	1.0
F	59-00	Failing

Due process will be provided to all students. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by District policy. Such notice is to be included in each teacher's disclosure document and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

Master Calendar

The Master Calendar is located online using Google Calendar application. It will include all school events for staff, students, and the community. The calendar will be used in planning appropriate future dates to schedule events. Teachers must confer with the Superintendent in order to set a date for a field trip, special classroom event, evening program, etc. In order for all events to go smoothly, it is crucial that planning occur weeks in advance of the date of the event. The Superintendent will assist you as you set dates and logistic arrangements for your special programs.

Pledge of Allegiance

In accordance with Section § 20-7-133, recitation of the Pledge of Allegiance is required. The recitation required in subsection (1) states that must be conducted at the beginning of the first class:

- of each school day in kindergarten through grade 6
- of each school week in grades 7-12

The recitation must be conducted by each individual classroom teacher or the teacher's substitute.

School Lobby Bulletin Board

Each month a homeroom class in grades 3-8 or a specialist will be scheduled to design a display on the school lobby bulletin board. Other bulletin boards will be designated for K, 1, & 2.

Requesting a Substitute

The Board authorizes the use of substitutes as necessary to replace teachers who are temporarily absent. The Superintendent or assigned designee shall arrange for the substitute; under no condition is an employee to select or arrange for a substitute.

Certified Employees:

1. In the event that it is necessary to be absent from teaching, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a Certified Request for Approval of Leave Form must be submitted to the Administrator for approval.
2. In the event of illness or emergency certified employees should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans and substitute folder, and a number that can be reached during the day. Lesson plans must be submitted to the Superintendent and a copy left for the substitute in the teacher's District Substitute Folder/Binder. Teachers must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving to school.
 - b. Send a copy of the completed Certified Request for Approval of Leave Form to the Leave Form using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled Leave Form.
 - c. Certified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.
 - d. Upon return to work following an illness or emergency absence, certified employees must submit a Certified Request for Approval of Leave Form to the Leave Form mailbox for the absence.

Classified Employees:

1. In the event that it is necessary to be absent from the kitchen, paraprofessional or office duties, or bus routes, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a Classified Request for Approval of Leave Form must be submitted to the Administrator for approval.
2. In the event of illness or emergency classified employees should notify should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans/substitute folder, and a number that can be reached during the day. Classified employees

should have a substitute folder with common daily procedures described in the event that a substitute will need to cover all duties. Lesson plans, if needed, must be submitted to the Superintendent and a copy left for the substitute. Staff must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving to school.

- b. Send a copy of the completed Classified Request for Approval of Leave Form to the Leave Form using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled Leave Form.
- c. Classified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.
- d. Upon return to work following an illness or emergency absence, classified employees must submit a Classified Request for Approval of Leave Form to the Leave Form mailbox for the absence.

To Prepare for a Substitute Teacher

Students should be informed that there will be a substitute. Expectations of student behavior should be provided to the students for when the substitute is present.

1. Assign responsible students to assist the substitute
2. Prepare a substitute folder
 - a) Description of attendance and lunch count reporting procedures
 - b) A seating chart
 - c) Duty assignment (bus duty, etc.) and hallway procedures
 - d) The daily class schedule
 - e) The location of teaching guides and supplies
 - f) Name of responsible students in each class
 - g) Name of a team teacher familiar with the classroom
 - h) Classroom behavior expectations and any specific student behavior plans
 - i) Any other information that would be needed by a substitute
3. Do not assign project work or group work for substitutes; assign a teachable lesson
4. Have an emergency lesson plan for each class in case students get done early or extra time is available
5. Fire exit information
6. Have a teacher familiar with procedures who could assist the substitute

Upon return from absence, the expectations are:

- a) Read report left by the substitute
- b) Follow up on any incident that was a problem in the class with Superintendent, students, parents, and the substitute
- c) Complete the online substitute survey upon return

News Releases

Visit with the Superintendent and review articles or announcements you would like to make public. Look for opportunities to emphasize the positive contributions of our students.

Curriculum

Sequential curriculum for each program area that aligns to content standards, specific grade-level progressions, and program area standards is housed in the online curriculum container ACE.

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. The Superintendent also carries the duties of the Curriculum Director.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without Superintendent approval. Teachers with questions should contact the Superintendent/Curriculum Director.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. The District may receive and/or provide distance, online, and technology-delivered learning programs, as provided in Montana law and set forth in District procedures. The Superintendent shall be

responsible for the supervision and implementation of the adopted curriculum. The teaching staff has a significant responsibility in the development of curricula and the primary responsibility for the implementation of curricula.

Indian Education For All (IEFA)

The District is committed to working cooperatively with Montana when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District. The District will periodically review its curriculum to ensure the inclusion of cultural heritages of Native Americans, which will include, but is not necessarily limited to considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans, and considering individual and cultural diversity and differences among students.

Textbooks

Board-approved textbooks are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student who damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made. The Librarian must sign off on the Book Damage Fee Notice. All notices will be kept in the library. Book Damage Fee Notices must be sent home with students no later than May 15 to allow ample time for fees to be collected before the end of the school year.

Section 504/ADA of the Rehabilitation Act of 1973

Section 504/ADA is an Act that prohibits discrimination against persons with a disability in any program that receives federal financial assistance. All qualified persons with disabilities within the jurisdiction of a school district are entitled to a free appropriate public education (FAPE).

Intervention Meetings

Classroom teachers have essential functions in the identification of educationally disabling conditions and development of educational plans to address the student's needs. Classroom teachers also have specific data regarding the child's performance. Portfolio, anecdotal or assessment data will be provided by the classroom teacher and shared with the team. When requesting a student intervention, submit written reports the day before the meeting to the Superintendent. Make certain comments sufficiently detail the student's strengths and weaknesses.

Computer Lab

The computer lab is available for class use. Scheduling may be made by contacting the technology teacher. Teachers and students will help keep the computer lab clean by:

- Wearing clean, mud-free shoes
- Cleaning up all paper and supplies
- Erasing whiteboard after lesson
- Pushing in chairs when leaving the lab
- Reporting problems with printers or computers using a Technology Request Form

Teaching about Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Staff members may teach objectively about religious holidays and about the religious symbols, music, art, literature, and drama that accompany the holidays. They may celebrate the historical aspects of the holidays, but may not observe them as religious events.

Field Trips

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

The staff member shall submit a completed Planning a Field Trip Request Form and Bus Use Form, if needed, to the Superintendent prior to the field trip. This shall include all objectives and post activities. The Superintendent will approve the trip as warranted.

The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies. The teacher should have each parent complete a consent form.

There should be two adults (ex: bus driver and teacher) for each bus except where additional supervision is warranted.

Overnight field trips must be submitted to the Superintendent at least six weeks prior to the proposed date of the trip and before the trip is discussed with students or parents. Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board. Field trips planned over a weekend or with extended hours do not receive additional compensation.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

Use of Seating Charts

Seating charts will be used in the classroom, cafeteria, and the bus. In the case of a communicable disease outbreak, the Health Department may inquire to determine students in close contact with those with a disease. In the event of an outbreak, copies of seating charts will be provided to the Health Department.

Supervision of Students

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in the hall entrance to their classroom prior to the arrival of their students unless on morning supervising duties.

Teachers and staff will be assigned supervision duty by the Superintendent. It is most important to be at the duty station between the allotted times. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. If you have a meeting of any kind, including curriculum meetings, parent conferences, or special education meetings, it is your responsibility to see that your duty is covered by another person.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

All staff are expected to monitor student behavior all of the time while at school, unless at lunch, on break, or during preparation time. All staff are to consistently remind students of MBI Student Expectations. Misbehavior can be decreased or eliminated by the presence of an adult. Make it a policy as frequently as possible to precede classes to the classroom door as the periods end and remain present during the passing interval, observing student conduct in the vicinity of and in the classroom and greeting students as they arrive.

Hall Passes

All students in the hallways must have written passes issued by teachers, staff, or administration. The times the student leaves and returns must be recorded.

Assemblies

Teachers shall sit with their students at assemblies and reinforce positive expectations. Should a student repeatedly not follow the assembly expectations, staff members may remove the student from the assembly.

Family Engagement

The District's Board of Trustees recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- 1) Encourage families to actively participate in the life of their children's schools;
- 2) Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- 3) Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- 4) Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- 5) Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- 6) Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
- 7) Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation.

Child Custody: Staff/Parent Relations

The District encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to the student and to consult with teachers concerning the student's welfare and education. Teachers will communicate with both parents and provide each with reports, invitations, announcements, newsletters, and any other information which may aid in the educational success of the child.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the District, in writing, any special legal requests or clarifications in areas concerning the student and the District's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

Parent/Teacher Conferences

Parent/teacher conferences are required twice a year for each teacher with each student. The purpose is to update parents on the academic and social progress of their child. Teachers should openly address any child progress concerns with the parents. Teachers are encouraged to meet with parents as concerns arise and not wait until the end of the quarter. This will ensure that parents are kept well-informed of the behavior and academic progress of their child and early intervention can be enacted, if necessary.

Confidentiality and Supervision

The guidelines below will be followed to allow for the safety and privacy of our students:

1. Students are not to be taken from a classroom by anyone other than Gallatin Gateway School personnel known to the teacher. If questioned, do not acknowledge that the student requested is in a specific class or that he/she attends Gallatin Gateway School. Refer all inquiries to the office.
2. The school is legally required to provide information to non-custodial parents, but would like the requests to be channeled through the office for the protection of all school personnel and the students involved.

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Montana Department of Public Health and Human Services or local law enforcement agency. The Superintendent is also to be immediately informed that a report has been made.

Montana's statewide toll-free child abuse hotline at 1-866-820-KIDS (1-866-820-5437). This hotline is available 24 hours a day, seven (7) days a week.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator.

A staff member who, based on reasonable grounds, participates in making a child abuse report in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

In the event that DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential.

Guest Speakers

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Prior Superintendent approval is required each time a guest speaker is requested to come to the building or activity. Teachers are expected to inform the Superintendent of the date, time, and nature of the presentation whenever such use is planned.

Materials Distribution

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the Superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

Special Interest Materials

Supplementary materials from non-school sources require Superintendent approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval. Staff members wishing to show a video presentation longer than 5 minutes in their classroom must first submit Request to Show Video in Classroom Form for Superintendent approval.

Instructional Materials

Textbooks and instructional materials, including instructional/curricular support software, should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

- Staff must follow all applicable copyright laws.
- District personnel may not show any video presentation with a MPAA rating over PG.
- All videos over 5 minutes must be approved by Superintendent prior to use within classroom.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

Instructional materials are made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"Fair use" guidelines are as follows:

I. Printed Materials

1. Permissible uses — District employees may:
 - a) Make a single copy of the following for use in teaching or in preparation to teach a class:
 - i) A chapter from a book;
 - ii) An article from a periodical or newspaper;
 - iii) A short story, short essay, or short poem, whether or not from a collective work;
 - iv) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
 - b) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - i) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - ii) A complete article, story, or essay of less than 2,500 words;
 - iii) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - iv) One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
 - v) An excerpt from a children's book, containing up to 10 percent of the words found in the text.
 2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
 3. Prohibited uses — District employees may not:
 - a) Copy more than one work or two excerpts from a single author during one class term;
 - b) Copy more than three works from a collective work or periodical volume during one class term;
 - c) Copy more than nine sets of multiple copies for distribution to students in one class term;
 - d) Copy to create or replace or substitute for anthologies or collective works;
 - e) Copy "consumable" works, such as workbooks, exercises, standardized tests, and answer sheets for any reason other than emergency replacement;
 - f) Copy the same work from term to term;
 - g) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
 4. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
- #### II. Sheet and Recorded Music

1. Permissible Uses — District employees may:
 - a) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
 - b) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
 - c) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - d) Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - e) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - f) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - g) Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
2. Prohibited uses — District employees may not:
 - a) Copy to create or replace or substitute for anthologies, compilations, or collective works;
 - b) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
 - c) Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 - d) Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
 - e) Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

1. Permissible uses — District employees may:
 - a) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
 - i) A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
 - ii) Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.
 - iii) Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the librarian for each program videotaped. The librarian will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
 - b) Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
 - c) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
 - d) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
 - e) Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
 - f) Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
 - g) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
 - i) Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

2. Prohibited Uses — District employees may not:
 - a) Tape off-air programs in anticipation of an educator's requests;
 - b) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 - c) Use the recording for instruction after 45 consecutive calendar days;
 - d) Hold the recording for weeks or indefinitely because:
 - i) Units needing the program concepts are not taught within the 45-day use period;
 - ii) An interruption or technical problem delayed its use; or
 - iii) Another teacher wishes to use it, or any other supposedly "legitimate" educational reason;
 - e) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 - f) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
 - g) Exchange program(s) with other schools in the District or other school Districts without the approval of the [media/library supervisor]; Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
 - h) Use the recording for public or commercial viewing;
 - i) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase, and Use of Videos

1. Permissible uses — District employees may:
 - a) Use purchased or rented videos such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - b) Use only rented, lawfully-made videos;
 - c) Arrange for the local school to transmit videos over their closed circuit television systems for direct instruction;
 - d) Use off-air videos made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.
2. Prohibited uses — District employees may not:
 - a) Use rented or purchased videos where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - b) Use rented or purchased videos such as feature films for assemblies, fundraising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

District employees may only use District Approved Software.

VI. Reproduction of Works for Libraries/Media Centers

1. Permissible uses — District employees may:
 - a) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 - b) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
 - c) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
 - d) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 - e) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
 - f) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.
2. Prohibited uses — District employees may not:
 - a) Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;

- b) Copy without including a notice of copyright on the reproduced material.
- VII. Performances
- 1. Permissible uses — District employees must:
 - a) Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

Research/Copyrights and Patents

Staff members engaged in research projects during the work day or who use District resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Superintendent. Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for District use with District time, money, and facilities, as part of the employee's job responsibilities, remain the property of the District. In the event that a staff member produces items described above partly on his/her own time and partly on District time, the District reserves the right to claim full ownership. The employee may petition the District for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the District.

Student/Classroom Information

Student/Parent Handbook

A Student/Parent Handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

All Staff members are expected to familiarize themselves with the administrative procedures pertaining to students, as set forth in the Student/Parent Handbook and in Board policy.

Attendance

Students may arrange for absences in advance with teacher(s) to satisfactorily complete pre-assigned class work. Therefore, if a student plans to be absent from school, a parent should send a written message to the teacher and Superintendent.

All teachers are required to submit attendance and lunch counts at 8:30am through Power Teacher. If a teacher receives notes for extended vacations, family occasions, sickness, etc., send them to the office. A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Students who are absent from school because of a school extracurricular activity are still responsible to make up their assignments. It is the responsibility of these students to get their assignments from their teachers and to complete their assigned make-up work within the time given them by their teachers. It is the responsibility of the coach or teacher to distribute a list of the names of those students who will be absent because of the activity to the teachers' mailboxes, to the office, and Superintendent.

To record attendance please use the following format:

Short Code	Long Code	Type
A	Absent	Excused by parent call/note
T	Tardy	Tardy to your class (*Students should have a pass to enter class.)

Student Records

School student records are confidential. The District will not release, disclose, or grant access to information found in any student record except under the conditions set forth in District policy. The parents of a student under 18 years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing

and directed to the Superintendent. Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. Access to the records will be granted to other individuals or entities as provided by law and/or District policy.

Teacher-Required Public Relations

Certified employees: collective bargaining agreement.

The classified contract details the exact hours for employment. The District does not require or request classified staff to be at events or meetings other than described in the contract. There may only be additional hours beyond the contract hours if mutually agreed with the Superintendent. Additional hours may not be assigned to paraprofessionals from the teaching staff.

Open House

Prior to the beginning of each school year, the District will hold an evening-time Open House.

During Open house, teachers and staff should:

- Cover class procedures and expectations for academics, behavior, and safety
- Cover key parts of student handbook
- Cover teacher disclosure document
- Give parents methods of communication (i.e. phone, website, email, etc.)
- Explain classroom expectations

Christmas/Winter Program

Certified employees are required to assist with the supervision of students as assigned by administration. Classified employees are not required to attend the Christmas Program, but may attend for their own enjoyment.

Disclosure Document

It is teachers' responsibility to inform students at the beginning of the school year of the rules and procedures that will be operative in the classroom. Students and parents should be informed of the goals the teacher and the school have for students in a disclosure document. The topics that must be addressed are: (1) Course Description, (2) Course Objectives, (3) Course Outline, (4) Learning Strategies, (5) Materials Required, (6) Grading Criteria and Procedures, (7) Classroom Rules and Discipline, (8) Homework/Make-up Expectations Policy (9) Use of Day Planners, (10) Online Grading and (11) Voicemail, Website, and Email Contact.

A partial example of a disclosure document appears in the appendix. Use the headings that appear in the example. Submit a copy to the Superintendent before distributing to your students and parents within the first two weeks of school. The classroom rules and procedures shall not be in conflict with District Policy, this Handbook, state law or federal law. Disclosures must be reviewed and agreed upon among the teacher's team and the Superintendent prior to distributing or discussing with parents and students at open house.

Homework

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student. Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home. Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Day Planners

Day planners must be used daily in all core classes for grades 2nd through 8th grade. Day planner expectations should be included in each classroom's disclosure document.

Make-up Work

A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Student Participation in Sports Programs

All students may participate in sports programs. See Athletic Handbook for more information.

Moving Class / Holding Classes Outdoors

Teachers are allowed to hold classes outdoors, provided the location is aligned with the lesson plan and the State Standards. Teachers must get approval from the Superintendent, prior to holding class outdoors. Collaboration amongst grade-levels/classrooms is encouraged, but must align with the lesson plan and the State Standards.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. For the purposes of School, the official time is the time indicated on your cell phone or classroom computer. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

Administering Medication to Students

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. All medication is administered in the school office.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law. Under no circumstances should unauthorized school personnel provide aspirin or any other medicine to students.

Self-Administration of Medication

Students who are able to self-administer specific medication must go to the front office to do so.

Substance Abuse Policy

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school-sanctioned functions. The school playground and surrounding property is signed as a drug-free school zone.

Visitation

Teachers are encouraged to invite parents and guardians to visit their child's classroom to observe the educational process. Parents or guardians having particular concerns to discuss with the teacher are required to arrange a conference time on the teacher's preparation time or between 3:30pm and 4:00 pm, Monday through Thursday.

Students may bring guests to school after receiving their Administrator's and homeroom teachers' approval. All guests and visitors must check in at the office and receive a visitor badge. If a visitor to the classroom does not have a visitor badge from the office, please send them to the front office.

Expectations for Student Behavior

During the first week of school and the first week back from Christmas Break, teachers and staff must explicitly teach or reteach all of the School-wide Expectations established and taught by the MBI Committee. Teachers must also explicitly teach and reteach their classroom expectations.

All Teachers and Staff are responsible for reinforcing and reminding all students frequently of the School-wide Expectations.

Student Conduct

In addition to adopted Board policies governing student conduct, administrative procedures specifying student-conduct expectations have been established. All teachers are expected to explicitly teach the student conduct rules contained in the Student/Parent Handbook with their students during the first weeks of the school year. These rules apply to actions which occur on District property, at any District-sponsored activity regardless of location; or when traveling to or from school for District-sponsored activities. Disregard of these rules constitutes grounds for reasonable disciplinary action. Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with District policy and local building administrative procedures governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and teacher webpage, and made available to parents by means of the disclosure document.

Appendix

The OSHA Bloodborne Pathogens Standard

OSHA Safety Rules Checklist for Employees

All employees must obey these rules for their safety and to comply with OSHA safety rules.

You must do the following:

- Know your job classification concerning exposure to biohazards.
- Treat ALL blood, body fluids, and other infection agents as potentially infectious.
- Know where the copy of OSHA regulations and the exposure control plan are kept. Read them!
- Handle blood and other body fluids in a way that avoids splashing, spraying, or droplets.
- Wear gloves and a lab coat or other appropriate outer protective garments when coming in contact with blood, other potentially infectious material, mucous membranes, or nonintact skin.
- Remove gloves, lab coats, and any other protective equipment before leaving the work area.
- Wash hands with soap and water after removing gloves.
- Keep all work areas clean.
- Clean contaminated work surfaces with disinfectant such as 10% household bleach (Clorox) after any spill and at the end of each work shift.
- Place regulated waste in appropriately labeled containers.
- Dispose of regulated waste according to regulations.
- Place blood specimens and other potentially infectious materials in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
- Employers must offer hepatitis B vaccination unless antibody testing shows that the employee has immunity. Vaccination is provided at no cost to the employee. (If the employee declines vaccination, a statement must be signed indicating that the employee has declined.)
- If exposure to potentially infectious material occurs (such as a needlestick or cut), you must complete an accident report and notify your supervisor or superior immediately.
- You must have appropriate biosafety training to perform your job.
- Employers must keep training records showing annual training.
- Place all contaminated needles and other sharps in containers that are puncture-resistant, leakproof, and appropriately labeled or color coded.

Remember:

- Do NOT bend or recap needles or other sharp items.
- Do NOT eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where exposure might occur.
- Do NOT keep food or drink in any place in which blood and other infectious material might be kept or placed.
- Do NOT pipette or suction blood or other potentially infectious materials by mouth. This is strictly prohibited.
- Do NOT pick up broken glass with hands.
- Do NOT place your hands where used needles or sharps are placed.

Housekeeping Checklist

All employees should be made aware of the following housekeeping requirements of the *OSHA Bloodborne Pathogens Standard*.

1. Decontamination of Surfaces
 - Immediately after completion of procedures.
 - Immediately after end of work shifts.
 - Immediately after a person becomes overtly contaminated with blood or other potentially infectious material.

2. Protective Covering of Equipment and Environmental Surfaces
 - Use protective covering (plastic wrap, aluminum foil, imperviously-backed absorbent paper).
 - Remove and replace at end of the work shift.
 - Replace when they are overtly contaminated with blood or other potentially infectious materials.
3. Decontamination of Equipment
 - Routinely check for contamination.
 - Decontaminate when equipment is contaminated with blood or other potentially infectious materials.
 - Decontaminate prior to servicing or shipping.
4. Decontamination of Receptacles
 - Inspect, clean, and disinfect on a regularly scheduled basis any reusable bins, pails, cans, and similar receptacles that have a potential of being contaminated.
 - Clean and decontaminate receptacles immediately or as soon as possible when they are visibly contaminated.
5. Cleanup
 - Do not use your hands to pick up broken glassware that may be contaminated.
 - Use mechanical means (brush and dustpan, tongs, or forceps) to pick up potentially contaminated broken glassware.
6. Handling of Specimens
 - Place specimens in a closeable, leakproof container prior to storage or transport.
 - Color code or label containers or bags according to the OSHA Bloodborne Pathogens Standard.
 - If it is likely that the primary container will be punctured, place the primary container in a leakproof, puncture-resistant secondary container.
 - Color code or label the second container in same manner as the primary container.
7. Reusable Items
 - Decontaminate items prior to washing or reprocessing if they are contaminated with blood or other potentially infectious materials.
8. Handling of Infectious Waste
 - Place in closeable, leakproof containers or bags prior to disposal.
 - Color code or label containers or bags according to the OSHA standard.
 - Place a second closeable, leakproof container or bag over the outside of the first container or bag if it is likely that outside contamination of the primary container or bag will occur.
 - Close and color code or label the secondary container or bag in the same manner as the primary container.
 - Observe all federal, state, and local laws when disposing of infectious waste.
 - Dispose of sharps immediately after use.
 - Dispose of sharps in a closeable, puncture-resistant, disposable container that is leakproof on the sides and bottom.
 - Label sharps disposal containers according to the OSHA standard.
 - Make sharps disposal containers easily accessible in the immediate area of sharps use. Routinely replace sharps disposal containers.
 - Do not allow sharps disposal container to overfill.
9. Handling of Laundry
 - When laundry is contaminated with blood or other potentially infectious materials or may contain contaminated sharps, treat it as if contaminated.
 - Handle such laundry as little as possible and minimize agitation of laundry.
 - Bag contaminated laundry at area of use.
 - Do not sort or rinse contaminated laundry in patient areas.
 - Label or color code bags in which contaminated laundry is placed and transported.
 - Place and transport contaminated laundry in a leakproof bag if the laundry is wet or can soak through or leak from the bag.

- Ensure that laundry workers wear protective clothing and other personal protective equipment to prevent occupational exposure during handling and sorting of laundry.

How to Reduce Your Risk from Bloodborne Pathogens

What it means

An Exposure Control Plan is a set of actions you can follow to reduce your risk of being infected by bloodborne pathogens.

How it affects you

Your company's Exposure Control Plan may change the way you do your job. Some of the actions you must take may seem time-consuming. Don't cut corners! Do exactly what the plan requires.

- Clearly identify who must follow the plan.
- Clearly identify any task or procedure where exposure to bloodborne pathogens may take place.
- Clearly identify all employees who have jobs or tasks that bring them into contact with employees who risk exposure to bloodborne pathogens.
- Provide a place to wash your hands and face.
- Develop and communicate procedures and equipment that reduce employee exposure to bloodborne pathogens.
 - How to handle sharp objects that may be contaminated.
 - How to use personal protective equipment.
- Describe what to do if you are exposed to bloodborne pathogens.

Universal Precautions

What they mean

"Universal Precautions" is the name that the Centers for Disease Control and Prevention (CDC) uses to describe a very aggressive plan that treats all blood and body fluids as a possible source of contamination and infection.

Materials that require Universal Precautions

- Human blood and any products that include human blood or parts made from human blood.
- Semen, vaginal secretions.
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, amniotic fluids.
- Saliva in dental procedures.
- Any body fluid that is visibly contaminated with blood.
- Any unidentifiable body fluid.

How Universal Precautions affect you

Workers who fall under the Universal Precautions guideline must wear gloves and other protective equipment to lower the risk of exposure to blood and body fluids.

Specific precautions must be taken with dirty linen, trash, and used sharp objects.

If a worker is exposed to blood or body fluids, he or she has the right to insist on hepatitis B immunization and periodic hepatitis B virus and HIV testing.

Prevention measures to minimize the chances of accidental exposure

- Always wear gloves when giving first aid for wounds.
- If possible, help injured persons care for themselves. (Example: Allow a student to hold tissue to own bloody nose. Open a zip bag for them to dispose of tissue and zip shut.)
- Create a barrier between yourself and blood and body fluids. (Example: hold a wad of tissue, a sweatshirt, etc. between you and the fluid.)

- Immediately wash your hands after accidental contact with blood or body fluids. Wash your hands as soon as possible after removal of gloves or other personal protective clothing or equipment. FREQUENT HANDWASHING REDUCES THE SPREAD OF INFECTIONS.
- Call the custodian to clean up body fluids.
- Wear gloves when emptying waste receptacles.
- Clean contaminated surfaces by disinfecting with an EPA registered germicidal cleaner (bleach solution = 1 part bleach to 10 parts water).
- Do not pick up broken glass, or other sharps, directly with the hands.
- Dispose of sharps (hypodermic needles, lancets, etc.) in red biohazard leakproof and puncture-resistant containers. When these containers are full, authorized safety personnel must dispose of them.

Phone Extensions

- Use lines 1-3 to call outside of the building, line 2 is for local calls only.
- Press extension number to call an extension.

13 - Superintendent
27 - Kindergarten
31 - 1st Grade
26 - 2nd Grade
18 - 3rd Grade
20 - 4th Grade
19 - 5th Grade
16 - 6th Grade
15 - 7th Grade
21 - 8th Grade
22 - Library
23 - Computer Lab
24 - Title 1 Room
29 - Special Education
30 - Music Room
28 - Counselor
33 - Art Room
10 - Office
11 - Office
12 - Office
17 - Bus exit
25 - Conference Room
32 - Kitchen
34 - Primary Care Clinic
36 - Business Manager/District Clerk
38 - Afterschool Program

Course Description:

This is a general English course designed to provide students with a variety of language experiences. These experiences will include student participation in reading, writing, speaking, listening, and thinking.

Course Objectives:

- Students will read and respond to various literary works.
- Students' writing focuses on sentence and paragraph development.
- Students learn the eight parts of speech, rules of punctuation and capitalization, and rules of usage.
- Students use library resources with an emphasis on the card catalog and the Reader's Guide.

Course Outline:

- History of our language using the dictionary to study etymologies
- Note taking
- Mystery and suspense unit of literature book using drama, short story, and poetry
- Punctuation
- Capitalization

Learning Activities:

A variety of learning activities will be used during the class to incorporate all learning styles. There will be large group discussions and cooperative learning activities.

Materials Required of Students:

1. Student Planner
2. A three ring loose leaf notebook will be needed to keep all papers on file. The notebook needs to be divided into five parts with a division page for each part. The divisions are to be marked: Assignment sheets, vocabulary, notes, homework, and handouts.
3. An up-to-date assignment sheet for the entire quarter is to be in the Assignment sheet section.
4. In the vocabulary section, the words for the entire year are to be kept. A word a day will be given. All homework papers and tests are to be filed in the homework section.
5. Wide-line loose leaf notebook paper is to be used for English. No spiral notebook paper or narrow-line paper will be accepted.
6. A pencil and a blue or a black pen should be in class at all times.
7. English and Daybook of Critical Reading & Writing are the two basic texts which will be assigned.

Grade Criteria and Grading Procedures:

1. Each grading period, three grades will be assigned. The academic grade is based upon the number of points earned during a grading period. Each homework assignment is worth five points. Tests vary from 50-100 points. During a given quarter, the total number of points possible is figured and a letter grade assigned to each student at the end of the quarter. The letter grade is from the school's scale.

Classroom Rules/Pupil Management Policies:

1. Students are expected to be well organized.
2. Except for absences or unusual circumstances, no late papers are accepted.
3. No talking in class unless the student has raised his/her hand.
4. No gum or candy will be allowed.
5. The student will not be allowed to return to locker for forgotten items after the class has started.
6. The penalty for being tardy to class is 15 minutes after school.
7. The rules set forth in the student handbook and those established by the teacher will be followed in this class.

Homework Policy:

Homework is given almost every night except for the Wednesday night and weekends. Tests are announced in advance. Every assignment and test should be written down on the assignment sheet found in the English notebook. No extra credit work is given. Make up work according to page 15 of the student handbook.

Gallatin Gateway Lesson Plan

How to Develop a Lesson Plan

Content Objective: State the content objective in “student-friendly language.” 4th Grade Writing Example: I will be able to clearly introduce my topic or text.

Language Objective: How will the student “communicate” mastery of the Content Objective? 4th Grade Writing Example: Before I leave class today, I will have written an introduction to my topic or text, which will include my opinion and the ideas that will convey my purpose.

Some ideas for the communication product:

Adapted from Tomlinson and McTighe, *Integrating Differentiated Instruction + Understanding by Design*, ASCD, 2006.
Tools for Assessment

Written	Oral	Visual	Kinesthetic
Advertisement	Audio Recording	Advertisement	Community outreach
Biography	Debate	Banner	Dramatization
Book report	Discussion	Brochure	Field trips
Book review	Dramatization	Campaign flyer	Letter writing
Brochure	Haiku	Cartoon	Oral interviews
Campaign speech	Interview	Chart	Play
Crossword puzzle	Newscast	Collage	Presentation
Editorial	Oral presentation	Collection	Service learning
Essay	Oral report	Computer graphic	Simulations
Experiment record	Poetry reading	Construction	Role play
Game	Rap	Data display	Skit
Journal	Reader’s Theater	Design	Scavenger hunt
Lab report	Role play	Diagram	
Letter	Skit	Display	
Log	Speech	Diorama/shoebox	
Magazine article	Song	Drawing	
Memo	Teach a lesson	Graph	
Newspaper article		Graphic Organizer	
Poem		Map	
Portfolio		Mobile	
Position paper		Model	
Proposal		Painting	
Questionnaire		Photograph	
Research report		Portfolio	
Script		Poster	
Story		Scrapbook	
Test		Sculpture	
Yearbook		Slide show	
		Storyboard	
		Venn Diagram	
		Videotape	

Materials

This section has two functions: it helps other teachers quickly determine a) how much preparation time, resources, and management will be involved in carrying out this plan and b) what materials, books, equipment, and resources they will need to have ready. A complete list of materials, including full citations of textbooks or story books used, worksheets, and any other special considerations are most useful.

What materials will be needed? What textbooks or story books are needed? (please include full bibliographic citations)
What needs to be prepared in advance? (typical for science classes and cooking or baking activities)

Lesson Description

This section provides an opportunity for the author of the lesson to share some thoughts, experience, and advice with other teachers. It also provides a general overview of the lesson in terms of topic focus, activities, and purpose.

What is unique about this lesson? How did your students like it? What level of learning is covered by this lesson plan? (Think of Bloom's Taxonomy: knowledge, comprehension, application, analysis, synthesis, or evaluation.)

Anticipatory Set

(noun) A brief portion of a lesson given at the very beginning to get students' attention, activate prior knowledge, and prepare them for the day's learning. Also known as advance organizer, hook, or set induction.

- Hook
- Students talk about the objective – verbalization, predict, etc.

Direct Instruction (I DO)

- Direct Teach
- Modeling
- Check for Understanding
- Scripted questions to ensure scaffolding and HOTS

Guided Practice (We DO)

- Cooperative replication of learning
- Immediate feedback
- Scripted questions to ensure scaffolding and HOTS
- Re-teach

Independent Practice (You DO)

- Activities for individual practice using various learning styles (stations)
- Small group instruction for RtI students in need of additional support
- Independent learning task

Closure/Conclusion

- Revisit the Objectives
- Exit Tickets – student “show” proof of mastery
- Homework should be practice/extension
- How did today's lesson connect with the prior lesson?
- Foreshadow for next lesson

General Rule of Thumb :

Your plan should be detailed and complete enough so that another teacher knowledgeable in your subject matter could deliver the lesson without needing to contact you for further clarifications.

General Daily Schedule (COVID-19 Phase 3)
20-21

Time	K-2	3-5	6-8
7:30-8:00	Learni ng Lab O pen		
7:40-7:55	Breakf ast in Ca feteria		
7:55	Warning Bell		
8:00	School Begins (T ardy Bell)		
8:00-8:15	Homeroo m (Advisory)		
9:00-9:10		2 nd Chance Br eakfas t	
11:14	Recess		
11:29-11:59	Lunch		
11:48		Recess	
12:03-12:33		Lunch	
12:30			Recess
12:45-1:15			Lunch
1:55-2:08	Recess		
2:08	Snack		
3:15	Car Rid er Dismissal		
3:17	Bus Rider D ismissal		
3:19	Bicycles, wal kers, an d after-s chool event s		
4:00	Learni ng Lab Cl oses, Buildi ng Cl osed		
5:35	Later Ga tors Ends		

Please see specific Grade Level Schedules for more detail.

Middle School Schedule (C OVID-19 Phase 3)

20-21

<i>Time</i>	<i>6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>
<i>8:00-8:15</i>	<i>Advisory</i>		
<i>8:17-9:06</i>	<i>ELA</i>	<i>ELA</i>	<i>Social Studies</i>
<i>9:06</i>	<i>2nd Chance Breakfast</i>		
<i>9:08-9:57</i>	<i>ELA</i>	<i>ELA</i>	<i>Math</i>
<i>9:59-10:48</i>	<i>Science</i>	<i>Social Studies</i>	<i>ELA</i>
<i>10:50-11:39</i>	<i>Math</i>	<i>Science</i>	<i>ELA</i>
<i>11:41-12:30</i>	<i>Morning Elective</i>		
<i>12:30-12:45</i>	<i>Recess</i>		
<i>12:45-1:15</i>	<i>Lunch</i>		
<i>1:18-2:07</i>	<i>Social Studies</i>	<i>Math</i>	<i>Science</i>
<i>2:09-2:58</i>	<i>Afternoon Elective</i>		
<i>3:00-3:15</i>	<i>Leadership/Community Service/MBI/ Etc</i>		
<i>3:15</i>	<i>Dismissal Begins</i>		

	<i>Semester 1</i>	<i>Semester 2</i>
<i>Morning Elective Choices</i>	<i>Health Enhancement/PE</i>	<i>Technology Applications</i>
	<i>Exploratory Science</i>	<i>Consumer Math</i>
	<i>Art</i>	<i>Art</i>
	<i>Band</i>	
<i>Afternoon Elective Choices</i>	<i>Choir</i>	<i>Guitar</i>
	<i>Study Skills</i>	<i>Study Skills</i>
	<i>Spanish</i>	
	<i>Technology Applications</i>	<i>Health Enhancement/PE</i>
	<i>Journalism</i>	<i>Journalism</i>

Intermediate (3-5) Schedule (COVID -19 Phase 3)

20-21

<i>Time</i>	<i>3rd Grade</i>	<i>4th Grade</i>	<i>5th Grade</i>
<i>8:00-8:15</i>	<i>Homeroom</i>		
<i>8:15-9:00</i>	<i>ELA</i>	<i>Math</i>	<i>Social Studies</i>
<i>9:00</i>	<i>2nd Chance Breakfast</i>		
<i>9:00-9:45</i>	<i>ELA</i>	<i>Math</i>	<i>Science</i>
<i>9:46-10:31</i>	<i>Social Studies</i>	<i>ELA</i>	<i>Math</i>
<i>10:31-11:16</i>	<i>Science</i>	<i>ELA</i>	<i>Math</i>
<i>11:18-11:48</i>	<i>Growing Gators Time</i>		
<i>11:48-12:03</i>	<i>Recess</i>		
<i>12:03-12:33</i>	<i>Lunch</i>		
<i>12:33-1:18</i>	<i>Specials</i>		
<i>1:18-2:03</i>	<i>Math</i>	<i>Social Studies</i>	<i>ELA</i>
<i>2:03-2:48</i>	<i>Math</i>	<i>Science</i>	<i>ELA</i>
<i>2:50-3:15</i>	<i>Keyboarding/Leadership/MBI /Etc</i>		
<i>3:15</i>	<i>Dismissal Begins</i>		

Intermediate (3 -5) Specials

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>3A</i>	<i>HE</i>	<i>Music</i>	<i>HE</i>	<i>Art</i>	<i>HE</i>
<i>3B</i>	<i>Music</i>	<i>HE</i>	<i>Art</i>	<i>HE</i>	<i>HE</i>
<i>4A</i>	<i>Art</i>	<i>HE</i>	<i>Music</i>	<i>HE</i>	<i>HE</i>
<i>4B</i>	<i>HE</i>	<i>HE</i>	<i>HE</i>	<i>Music</i>	<i>Art</i>
<i>5th</i>	<i>HE</i>	<i>Art</i>	<i>HE</i>	<i>HE</i>	<i>Band</i>

Primary (K-2) Schedule (COVID-19 Phase 3)

20-21

<i>Time</i>	<i>Kinder</i>	<i>1st Grade</i>	<i>2nd Grade</i>
<i>8:00-8:15</i>	<i>Homeroom</i>		
<i>8:15-9:06</i>	<i>ELA</i>		
<i>9:08-9:53</i>	<i>Specials</i>		
<i>9:55-10:44</i>	<i>ELA</i>		
<i>10:44-11:14</i>	<i>Growing Gators Time</i>		
<i>11:14-11:29</i>	<i>Recess</i>		
<i>11:29-11:59</i>	<i>Lunch</i>		
<i>12:01-12:53</i>	<i>Math</i>		
<i>12:53-1:23</i>	<i>Science</i>	<i>Keyboarding</i>	<i>Social Studies</i>
<i>1:23-1:53</i>	<i>Keyboarding</i>	<i>Social Studies</i>	<i>Science</i>
<i>1:55-2:08</i>	<i>Recess</i>		
<i>2:08</i>	<i>Snack</i>		
<i>2:10-2:40</i>	<i>Social Studies</i>	<i>Science</i>	<i>Keyboarding</i>
<i>2:40-3:15</i>	<i>Leadership/MBI /Etc</i>		
<i>3:15</i>	<i>Dismissal Begins</i>		

Primary (K-2) Specials

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>Kinder</i>	<i>HE</i>	<i>Music</i>	<i>HE</i>	<i>Art</i>	<i>HE</i>
<i>1A</i>	<i>HE</i>	<i>HE</i>	<i>Music</i>	<i>HE</i>	<i>Art</i>
<i>1B</i>	<i>Art</i>	<i>HE</i>	<i>HE</i>	<i>Music</i>	<i>HE</i>
<i>2A</i>	<i>HE</i>	<i>Art</i>	<i>HE</i>	<i>HE</i>	<i>Music</i>
<i>2B</i>	<i>Music</i>	<i>PE</i>	<i>Art</i>	<i>HE</i>	<i>HE</i>

RESOLUTION FOR DISPOSITION OF ABANDONED, OBSOLETE, AND UNDESIRABLE PROPERTY

A resolution to authorize the Board of Trustees of Gallatin Gateway School District #35, Gallatin Gateway, Montana to dispose of abandoned, obsolete, and undesirable property through sales or other means as provided by section 20-6-604, MCA.

WHEREAS, it has been determined the following items has become abandoned, obsolete, and undesirable by the Gallatin Gateway School District #35:

Number	ITEM/DESCRIPTION	Quantity	SERIAL NUMBER (if applicable)
2	Windsor Power Escort 2 Carpet Extractor	1	542672
3	Windsor Saber Compact Floor Scrubber	1	1000078450
4	WAP SQ 10 Gallon Wet/Dry Vacuum	1	60113
5	Windsor VS 14 Vacuum	4	3AW47091396
	Also: See attached technology discard list		

THEREFORE, BE IT RESOLVED, the Board of Trustees will dispose of this property through sale or other means commencing on or after September 20, 2020, which will be least 14 days after notice of this resolution has been made in a manner required in Section 20-20-204, MCA.

Passed and approved by the Board of Trustees of Gallatin Gateway School District #35 this 19th day of August, 2020.

Aaron Schwieterman, Board Chair

ATTEST:

Carrie Fisher, District Clerk

Old Technology to be Removed			
Completed 8/07/2020			
Technology Item			
Desktop Computers (tower)			
Serial Number	Model/Type	Cost	
1 MXL40610SX	HP Pro 3500 Series MT	\$799.00	
2 HPS25J1	Dell Optiplex 760	\$999.00	
3 3178CG1	Dell Precision T5400	\$999.00	
4 HPSD4J1	Dell Optiplex 760	\$999.00	
5 HPRZ4J1	Dell Optiplex 760	\$999.00	
6 HPSB5J1	Dell Optiplex 760	\$999.00	
7 HPSG4J1	Dell Optiplex 760	\$999.00	
8 HPRX4J1	Dell Optiplex 760	\$999.00	
9 HPS75J1	Dell Optiplex 760	\$999.00	
10 HPRY4J1	Dell Optiplex 760	\$999.00	
11 GVR1CG1	Dell Optiplex 760	\$999.00	
12 HPSJ5J1	Dell Optiplex 760	\$999.00	
13 HPSC5J1	Dell Optiplex 760	\$999.00	
14 HPSH4J1	Dell Optiplex 760	\$999.00	
15 4WR1CG1	Dell Optiplex 755	\$999.00	
16 HPRX5J1	Dell Optiplex 760	\$999.00	
17 8VR1CG1	Dell Optiplex 755	\$999.00	
18 HPSJ4J1	Dell Optiplex 760	\$999.00	
19 MXL228181V	HP Compaq Elite 8300	\$799.00	
20 HPS95J1	Dell Optiplex 760	\$999.00	
21 2SR1CG1	Dell Optiplex 755	\$999.00	
22 DWR1CG1	Dell Optiplex 755	\$999.00	
23 HPS45J1	Dell Optiplex 760	\$999.00	
24 HPS15J1	Dell Optiplex 760	\$999.00	
25 FRR1CG1	Dell Optiplex 755	\$999.00	
26 HPS85J1	Dell Optiplex 760	\$999.00	
27 6SR1CG1	Dell Optiplex 755	\$999.00	
28 CSR1CG1	Dell Optiplex 755	\$999.00	
29 2RR1CG1	Dell Optiplex 755	\$999.00	
30 BTR1CG1	Dell Optiplex 755	\$999.00	
31 HPRY5J1	Dell Optiplex 760	\$999.00	
32 HPSH511	Dell Optiplex 760	\$999.00	
33 MX2037O0Y3	HP ProLiant ML 310 Server (Old Library Server)	\$1,299.00	
34 HPS35J1	Dell Optiplex 760	\$999.00	
35 HPSD5J1	Dell Optiplex 760	\$999.00	
36 HPRW5J1	Dell Optiplex 760	\$999.00	
37 GTR1CG1	Dell Optiplex 755	\$999.00	
38 HPSG5J1	Dell Optiplex 760	\$999.00	
39 HPS65J1	Dell Optiplex 760	\$999.00	
40 HPS05J1	Dell Optiplex 760	\$999.00	

41	HPSF4J1	Dell Optiplex 760	\$999.00	
42	HPS55J1	Dell Optiplex 760	\$999.00	
			Total Cost	\$41,858.00
	Laptops			
	Serial Number	Model/Type	Cost	
43	LR04GDP3	ThinkPad Lenovo PC HK Limited	\$799.00	
44	LR-04GDNV	ThinkPad Lenovo PC HK Limited	\$799.00	
45	LR-04GDNX	ThinkPad Lenovo PC HK Limited	\$799.00	
46	4D020349H	TOSHIBA Tecra R940	\$799.00	
47	4D020338H	TOSHIBA Tecra R940	\$799.00	
48	4D020333H	TOSHIBA Tecra R940	\$799.00	
49	4D020334H	TOSHIBA Tecra R940	\$799.00	
50	4D020342H	TOSHIBA Tecra R940	\$799.00	
51	4D020340H	TOSHIBA Tecra R940	\$799.00	
52	4D020361H	TOSHIBA Tecra R940	\$799.00	
53	4D020346H	TOSHIBA Tecra R940	\$799.00	
54	4D020336H	TOSHIBA Tecra R940	\$799.00	
55	4D020335H	TOSHIBA Tecra R940	\$799.00	
56	4D020329H	TOSHIBA Tecra R940	\$799.00	
57	4D020348H	TOSHIBA Tecra R940	\$799.00	
58	4D020347H	TOSHIBA Tecra R940	\$799.00	
59	4D020341H	TOSHIBA Tecra R940	\$799.00	
60	4D020343H	TOSHIBA Tecra R940	\$799.00	
61	4D020332H	TOSHIBA Tecra R940	\$799.00	
62	4D020363H	TOSHIBA Tecra R940	\$799.00	
63	4D020344H	TOSHIBA Tecra R940	\$799.00	
64	4D020339H	TOSHIBA Tecra R940	\$799.00	
65	5CG30528PD	HP 2000 Notebook PC	\$1,299.00	
66	LXAZ90X00870200E932000	Acer Aspire 9410-4721	\$1,299.00	
67	2003401000010	Acer TravelMate 2700 Series	\$999.00	
68	Y8577692Q	TOSHIBA Satellite L305-55894	\$1,299.00	
143	4D020350H	TOSHIBA Tecra R940	\$799.00	
			Total Cost	\$23,273.00
	Monitors #1			
	Serial Number	Model/Type	Cost	
69	VI039N9131755	V7 TFT LCD Monitor	\$139.00	
70	VI039N9131745	V7 TFT LCD Monitor	\$139.00	
71	VI039N9131767	V7 TFT LCD Monitor	\$139.00	
72	VI039N9131736	V7 TFT LCD Monitor	\$139.00	
73	VI039N9131779	V7 TFT LCD Monitor	\$139.00	
74	VI039N9130867	V7 TFT LCD Monitor	\$139.00	
75	VI039N9131774	V7 TFT LCD Monitor	\$139.00	
76	VI039N9131731	V7 TFT LCD Monitor	\$139.00	
77	VI039N9131783	V7 TFT LCD Monitor	\$139.00	
78	VI039N9131787	V7 TFT LCD Monitor	\$139.00	
79	VI039N9131733	V7 TFT LCD Monitor	\$139.00	

80	VI039N9131734	V7 TFT LCD Monitor	\$139.00	
81	VI039N9131773	V7 TFT LCD Monitor	\$139.00	
82	VI039N9131786	V7 TFT LCD Monitor	\$139.00	
83	VI039N9131772	V7 TFT LCD Monitor	\$139.00	
84	VI039N9131748	V7 TFT LCD Monitor	\$139.00	
85	VI039N9131775	V7 TFT LCD Monitor	\$139.00	
86	VI039N9131752	V7 TFT LCD Monitor	\$139.00	
87	VI039N9131749	V7 TFT LCD Monitor	\$139.00	
88	VI039N9131792	V7 TFT LCD Monitor	\$139.00	
89	VI039N9131739	V7 TFT LCD Monitor	\$139.00	
90	VI039N9131763	V7 TFT LCD Monitor	\$139.00	
91	VI039N9131762	V7 TFT LCD Monitor	\$139.00	
92	VI039N9131751	V7 TFT LCD Monitor	\$139.00	
93	VI039N9131757	V7 TFT LCD Monitor	\$139.00	
94	887899109812	Acer V206HQL LCD Monitor	\$119.00	
95	887899109812	Acer V206HQL LCD Monitor	\$119.00	
96	887899109812	Acer V206HQL LCD Monitor	\$119.00	
97	887899109812	Acer V206HQL LCD Monitor	\$119.00	
98	887899109812	Acer V206HQL LCD Monitor	\$119.00	
99	887899109812	Acer V206HQL LCD Monitor	\$119.00	
100	ETL210213551601E4EED6B	Acer AL715B Monitor	\$99.00	
101	ETL210213551601E4BED6B	Acer AL715B Monitor	\$99.00	
102	ETL210213551601E53ED6B	Acer AL715B Monitor	\$99.00	
103	2005788140	Acer LCD Monitor V193W	\$119.00	
104	2005789440	Acer LCD Monitor V193W	\$119.00	
105	41000845824	Acer LCD Monitor G206HQL	\$129.00	
106	41000852824	Acer LCD Monitor G206HQL	\$129.00	
107	ETLH20C056036110ED40A1	Acer LCD Monitor P205H	\$129.00	
108	888863080489	Acer LCD Monitor G247HYL	\$149.00	
109	501NDLS0N736	LG 20M350-B	\$129.00	
110	CN0CFGKT6418033E0HZT	Dell S2240M LCD Monitor	\$129.00	
111	CN0GP004728727C516LS	Dell LCD Monitor	\$149.00	
112	501NDSK0N734	LG 20M350-B	\$129.00	
113	Q8Y070303223	ViewSonic VX1935WM	\$129.00	
114	TSP142002304	ViewSonic VA2246M-LED	\$139.00	
115	U91161801046	ViewSonic VA1917A	\$129.00	
116	501NDAY0P224	LG LCD 20M350-B	\$129.00	
117	CN0T61167161849GAJCD	Dell 1905FP	\$159.00	
118	CN0GP004728727C501FS	Dell LCD Monitor	\$149.00	
119	DQVNA0026060044B3000	Acer VZ4820G-I565OZ	\$229.00	
			Total Cost	\$6,859.00
	Desktop Computers (tower)			
	Serial Number	Model/Type	Cost	
120	PCW88222F7ZE3	iMac 20In	\$1,899.00	
121	W8822208ZE3	iMac 20In	\$1,899.00	
122	MXL5022XNQ	HP ProOne 400 G1 19.5In	\$1,299.00	

123	MXL5022XNN	HP ProOne 400 G1 19.5in	\$1,299.00	
124	PSVAM030050210EFD32702	Acer Veriton X275	\$899.00	
125	PSVAM030050210EFE02702	Acer Veriton X275	\$899.00	
126	PSVAM030030170107C2701	Acer Veriton X275	\$899.00	
127	PSVAM0300301700F632701	Acer Veriton X275	\$899.00	
128	PSVAM030050210EFDD2702	Acer Veriton X275	\$899.00	
129	PSVAM030050210EFCA2702	Acer Veriton X275	\$899.00	
130	1S3429D6UMJVZKV4	ThinkCentre M90z	\$1,199.00	
131	1S3429D6UMJVZKR0	ThinkCentre M90z	\$1,199.00	
132	2MD2260BYX	HP TouchSmart 420 PC	\$799.00	
133	2MD22701NQ	HP TouchSmart 420 PC	\$799.00	
134	2MD22701NR	HP TouchSmart 420 PC	\$799.00	
135	2MD22701NW	HP TouchSmart 420 PC	\$799.00	
136	2MD30905W7	Hp Envy 20 TouchSmart AIO PC	\$799.00	
			Total Cost	\$18,183.00
	Projectors #1			
	Serial Number	Model/Type	Cost	
137	U3FK4203160	EPSON LCD Projector H569A	\$1,299	
138	MT5F0X0780L	EPSON LCD Projector H354A	\$1,299	
139	MT5F090198L	EPSON LCD Projector H354A	\$1,299	
140	ARLC62406679	InFocus in26 W269	\$1,299	
141	MT5F090559L	EPSON LCD Projector H354A	\$1,299	
142	AZNB81400932	InFocus IN2104EP	\$1,299	
144	AZNB81400891	InFocus IN2104EP	\$1,299	
			Total Cost	\$9,093
	Scanners			
	Serial Number	Model/Type	Cost	
145	MY8AG537Z0	Hewlett Packard C6290A	\$129.00	
146	DRNX044784	EPSON G850A	\$129.00	
147	CN93JA60ZD052S	HP L1957A	\$129.00	
148	CN69VA609T04R3	HP L1957A	\$129.00	
			Total Cost	\$516.00
	TVS			
	Serlal Number	Model	Cost	
149	65290610356	Sansui	\$399.00	
150	T13082	RCA T13082	\$199.00	
151	K0AA25027	PV-C2010	\$199.00	
152	103847087	25R-M100	\$299.00	
			Total Cost	\$1,096.00
	Keyboards			
	Type	Model		
	Box #1 (31) Dell Keyboards	L30U	In Box #1 (31) Keyboards	
	Box #2 (22) Keyboards Assortment Dell, Acer, Compaq		Box #2 (22)Keyboards	
	Battery Backup			
	Serial Number	Model	Cost	

153	AS1703362310	APC SMX22008V	\$499.00	
			Total Cost	\$499.00
	Monitors #2			
	Serial Number	Type	Cost	
154	ETL210213551601E4CED6B	Acer Monitor AL1715b	\$159.00	
155	ETL210213551601E80ED6B	Acer Monitor AL1715b	\$159.00	
156	ETL210213551601E55ED6B	Acer Monitor AL1715b	\$159.00	
			Total Cost	\$477.00
	Switches #1			
	Serial Number	Type	Cost	
157	30033722437	Intellenet 16 Port Switch	\$499.00	
158	4014431364	Intellenet 16 Port Switch	\$499.00	
159	4015232299	Intellenet 16 Port Switch	\$499.00	
160	1D96035J007B9	NETGEAR Pro Safe 24 Port Switch	\$799.00	
161	23Y2015J00133	NETGEAR Pro Safe 24 Port Switch	\$799.00	
162	JS24148CB267781	NETGEAR Pro Safe 24 Port Switch	\$399.00	
163	21622B3909D8E	NETGEAR 8 Pro Switches	\$199.00	
164	1NWA053800C3F	NETGEAR 8 Pro Switches	\$199.00	
165	1D52943R0142F	NETGEAR 5 Pro Switches	\$99.00	
166	1NWA053500C3C	NETGEAR 8 Pro Switches	\$199.00	
167	1D52943X01667	NETGEAR 5 Pro Switches	\$99.00	
			Total Cost	\$4,289.00
	Hub			
	Serial Number	Type	Cost	
168	EN14114263	NETGEAR Ethernet Hub	\$49.00	
169	ENT4C25780546	NETGEAR Ethernet Hub	\$49.00	
			Total Cost	\$98.00
	Acess Point			
	Serial Number	Type	Cost	
170	21B104550003B	Netgear ProSafe Access Point	\$149.00	
171	21B1045G000C4	Netgear ProSafe Access Point	\$149.00	
			Total Cost	\$298.00
	Switches #2			
	Serial Number	Type	Cost	
172	36U1313650734	NETGEAR 48 Port ProSafe GS748T	\$499.00	
173	LY1V5XE3EDE40	3com Switch 4226T	\$699.00	
174	LY1V5XE3F3480	3com Switch 4226T	\$699.00	
			Total Cost	\$1,897.00
	Firewall			
	Serial Number	Type	Cost	
175	0017C5D9091C	SonicWall Network Security Appliance 2400	\$2,999.00	
176	0006B11A0338	SonicWall Network Security Appliance Pro3060	\$2,500.00	
			Total Cost	\$5,499.00
	Modem			
	Serial Number	Type	Cost	

177	CSNA6340017264	Qwest DSL Modem GT701	\$199	
			Total Cost	\$199
	Typewriter			
	Serial Number	Type	Cost	
178	774453	XL Smith Corona 2900	\$89.99	
			Total Cost	\$89.99
	Projectors #2			
	Serial Numbers	Type	Cost	
179	VT590 7300290FD	NEC Model VT590	\$599	
180	VT590 7300292FD	NEC Model VT590	\$599	
			Total Cost	\$1,198
	Cameras			
	Serial Number	Type	Cost	
181	2700203986	Canon Vision 8 Millimeter CamCorder	\$399	
			Total Cost	\$399
	Laptop #2			
	Serial Number	Type	Cost	
182	D5KK9M1	Dell Laptop PP39L	\$799	
			Total Cost	\$799
	IPads			
	Serial Number	Type/Model	Cost	
183	DYTHW15CDFHW	MC960LL/A	\$279	
184	DYTHW0FZDFHW	MC960LL/A	\$279	
185	DYTHW0RSDFW	MC960LL/A	\$279	
186	DYTHBZ31DFHW	MC960LL/A	\$279	
187	DYTHVXTDDFW	MC960LL/A	\$279	
188	DYVJVTAADFHW	MC960LL/A	\$279	
189	DYTHW0PFDHW	MC960LL/A	\$279	
190	DYTHW1KGDFHW	MC960LL/A	\$279	
191	DYTHW0A2DFHW	MC960LL/A	\$279	
192	DYTHVXX4DFHW	MC960LL/A	\$279	
193	DYTHVRSFW	MC960LL/A	\$279	
194	DYTHVZ54DFHW	MC960LL/A	\$279	
195	DYTHW19HDFHW	MC960LL/A	\$279	
196	DYTHW0KGDFHW	MC960LL/A	\$279	
197	DYTHW0GEDFW	MC960LL/A	\$279	
198	DN6GTNQYDFHW	MC960LL/A	\$279	
199	DN6GTM7NDFHW	MC960LL/A	\$279	
200	GB023T2XZ38	MB292LL	\$279	
201	DN6GTLYLDFHW	MB292LL	\$279	
202	DYTHWOPYDFHW	MB292LL	\$279	
203	DN6GTPK6DFHW	MB292LL	\$279	
204	DN6GTNP8DFHW	MB292LL	\$279	
205	DKVMQ0LHDFHW	MB292LL	\$279	
206	F6QNV187DFHW	MB292LL	\$279	

207	DN6GTNTUDFHW	MB292LL	\$279	
208	DYTHVSE5DFHW	MB292LL	\$279	
209	DKVMV07EDFHW	MB292LL	\$279	
210	BMTGRTA8DFHW	MB292LL	\$279	
211	DN6GTLVUDFHW	MB292LL	\$279	
			Total Cost	\$8,091
	Power Sync Tray For iPad	Type/Model	Cost	
212	H3634LL/A	Bretford Power CHarger for 10 iPads	1421.99	1421.99
			Overall Cost	\$126,132.98

Consider holding Board of Trustee Meetings at Alternative Location

Recommended Motion: to hold board meetings at an alternative location as needed at the Gallatin Gateway Community Center due to the COVID-19 unforeseen emergency that affects the health and safety of the trustees, students, or district employees or the educational functions of the district. Location will be noted on each agenda.

Background:

Currently, the District does not have a room large enough with appropriate acoustics for in-person school board meetings to ensure proper social distance for the Board and members of the public. In addition, the District would like to limit access to the school building to visitors during the academic year to minimize exposure to students & staff, while maintaining sanitation of the building at the end of each day.

Lyn Morton with WWLA has contacted Superintendent Keel to offer the use of the Community Center if the District needs extra space when responding to the COVID-19 pandemic.

District Clerk Carrie Fisher was tasked with researching options for holding Board meetings in a building not owned by the District. She received advice from Kris Goss at MTSBA. If the Board would like to hold in-person meetings vs. 100% Zoom meetings they would need to make a motion to hold their meetings at an alternative location.

Advice from MTSBA, Kris Goss: A regular or special board meeting must be held at a school building. The board can also meet for a special or regular meeting in a publicly accessible building within the boundaries of the District if the Board unanimously approves the change in location at a duly constituted board meeting in accordance with Section 20-3-322, MCA. To complete this process, the board would have to approve a motion authorizing the alternative setting at a special meeting.

20-3-322. Meetings and quorum. (1) The trustees of a district shall hold at least the following number of regular meetings:

- (a) an organization meeting, as prescribed by **20-3-321**;
- (b) a final budget meeting, as prescribed by **20-9-131**; and
- (c) (i) in first-class elementary districts, not less than one regular meeting each month; or
(ii) in any other district, regular meetings at least quarterly.

(2) (a) The trustees of the district shall adopt a policy setting the day and time for the minimum number of regular school meetings prescribed in subsection (1)(c)(i) or (1)(c)(ii) and, in addition, any other regular meeting days the trustees wish to establish. Except for an unforeseen emergency or as provided in subsection (2)(b), meetings must be conducted in school buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the district.

(b) This section does not prohibit the trustees from meeting outside the boundaries of the school district for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. **Adequate notice of the meeting as well as an agenda must be provided to the public in advance. Decisionmaking may occur only at a properly noticed meeting held within the school district's boundaries.**

(3) Special meetings of the trustees may be called by the presiding officer or any two members of the trustees by giving each member a 48-hour written notice of the meeting, except that the 48-hour notice is waived in an unforeseen emergency or to consider a violation of the student code of conduct, as defined in accordance with district policy, within a week of graduation.

(4) Business may not be transacted by the trustees of a district unless it is transacted at a regular meeting or a properly called special meeting. A quorum for any meeting is a majority of the trustees' membership. All trustee meetings must be public meetings, as prescribed by **2-3-201**, except that the trustees may recess to an executive session under the provisions of **2-3-203**.

(5) For the purposes of this section, **"unforeseen emergency"** means a storm, fire, explosion, community disaster, insurrection, act of God, or other unforeseen destruction or impairment of school district property that affects the health and safety of the trustees, students, or district employees or the educational functions of the district.