



## **GALLATIN GATEWAY SCHOOL**

**SCHOOL DISTRICT #35 • P.O. BOX 265 • GALLATIN GATEWAY, MONTANA 59730 • 763-4415**

February 26, 13

Dear Parents and Community Members,

On February 11, 2013 the Gallatin Gateway School Board implemented a School Facility Advisory Group. The Board outlined a scope to guide the advisory group in creating short-term, mid-term, and long-term goals for the Gallatin Gateway School facility. (see attached)

If you would like to volunteer to assist this group, please send an email to Superintendent DeBruycker at [debruycker@gallatingatewayschool.com](mailto:debruycker@gallatingatewayschool.com) or call the school at 763-4415. Your interest in participating will be forwarded to Board Chair Celia O'Connor. She will be appointing advisory group members in the near future.

We look forward to working with parents and community members with facility planning expertise to create a plan for the best future of Gallatin Gateway School.

Thank you,

Gallatin Gateway School Board  
Celia O'Connor, Chair

## School Facility Advisory Group

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

1. The group will assess the school facility needs and recommend facility goals for short-term and mid-term planning.
2. The group will assess the school facility needs and recommend facility goals for the next 20 years for long-range planning.
3. The group will propose a maintenance plan with priority-based recommendations and general cost estimates.
4. The group will present updates/reports quarterly, or more frequently as deemed necessary, to the school board.
5. The group will:
  - be appointed by the Chairman of the GGS Board.
  - have no school maintenance decision-making or spending authority.
  - be comprised of community volunteers and one board member.
  - include no more than 7 members.
6. School administration and staff members will be available by appointment as a resource to the advisory group to share knowledge of the building and needs of the facility.
7. The dates of advisory group meetings will be given to GGS administration no less than four business days prior to the meeting to allow for an agenda to be posted for the public. Draft minutes of the advisory meetings will be submitted to the school clerk within a week following a meeting. The school clerk will post the draft minutes on the school webpage under the heading: School Board School Facility Advisory Group.
8. The ongoing need, scope and members of the advisory group will be reviewed annually by the school board.