

# June Agenda

## Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, June 22, 2015 at 5:30pm** at the Gallatin Gateway School multipurpose room.

### **Call to Order**

Presiding Trustee's explanation of procedures (GGS Policy #1070)

**Public Comment- Non Agenda Items-** Sign in sheet- (GGS Policy #1070)

### **Old Business**

Discuss End of the Year Purchase Order Estimates

### **New Business**

Business Manager's report and recommendations for end of Fiscal Year 2015

School Accounting and Reporting - ABS

Business Manager's Fiscal Year 2016 Projections

Approve End of Year Purchase Orders

Combine District Clerk/Business Manager Position- 1.0 FTE

Hire: District Clerk/Business Manager

Hire: Summer Office Contract July/August 2015

### **Adjournment**

**MINUTES  
SPECIAL 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 5:30pm on Monday, June 22 2015 in the Gallatin Gateway School Multipurpose Room. Board Chair Donna Shockley presided and called the meeting to order at 5:50pm.

**Trustees Present**

Donna Shockley, Board Chair; Lyn Morton, Board Vice-Chair; Christie Francis, and Aaron Schwieterman

**Trustees Absent**

None

**Staff Present**

Carrie Fisher, District Clerk; Ken Mosby, Business Manager; Mike Coon, Teacher; and Neal Krogstad, Teacher

**Others Present**

Judy Hengel, Dick Shockley

**Presiding Trustee's Explanation of Procedures**

Board Chair Donna Shockley noted that the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; and 3) public comment periods are not intended to be a question and answer session.

**Public Comment on Non- Agenda Items**

None

**Old Business**

Discuss End of the Year Purchase Order Estimates

The Board requested Neal Krogstad, Mike Coon, Ashley Davis, and Liz Matthews review and prioritize the purchase order list with District Clerk Carrie Fisher. The Board would also like the team to recommend which fund each order would be purchased from. Once the team completes the review items will be ordered by the District Clerk. Board Chair Donna Shockley will sign final purchase orders.

**New Business**

Business Manager's Report and Recommendations for end of Fiscal Year 2015

Business Manager Ken Mosby provided the Board with budget information for FY15. In addition, he provided the Board with a summary and recap from Fund 112- Food Services and Fund 115- Miscellaneous for the 2014-2015 school year.

School Accounting and Reporting- ABS

Ken Mosby explained that he had not put together any information for that Board at this time. No motions were presented.

Business Manager's Fiscal Year 2016 Projections

Business Manager Ken Mosby provided the Board information and projections for FY2016 budget.

### Approve End of Year Purchase Orders

The Board made the following decisions by consensus:

- Another Peter's Painting and Dakota Fence purchase orders will be paid using fund 115/366 with any additional funds coming from fund 115/149.
- Food Service purchase orders paid from fund 115/212 for a total of \$961.29.
- MTSBA dues will be paid from the general fund.
- Western States Insurance will be paid from the general fund and any other funds deemed appropriate based on previous years' allocations by Business Manager Ken Mosby.

Motion: Trustee Christie Francis to give the purchase order review team the authority to prioritize purchase orders and to spend up to \$20,000 from FY16 general fund; \$25,000 from FY15 general fund, and as necessary and appropriate from fund 115.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Francis, Morton, Schwieterman and Shockley

Opposed: None

Motion passed unanimously

### Combine District Clerk/Business Manager Position- 1.0 FTE

Motion: Trustee Aaron Schwieterman to combine District Clerk and Business Manager positions at a 1.0 FTE effective July 1, 2015.

Second: Vice Chair Lyn Morton

Public Comment: None

For: Francis, Morton, Schwieterman and Shockley

Opposed: None

Motion passed unanimously

### Hire: District Clerk/Business Manager

Motion: Vice Chair Lyn Morton to hire Carrie Fisher as District Clerk and Business Manager from July 1, 2015 - June 30, 2016 with a wage of \$21.75 per hour for 40 hours per week, a Flex contribution of \$1,800.00 per year (\$150.00 per month for 12 months) and approves up to twenty (20) hours of overtime per month as needed for the performance of duties.

Seconded: Trustee Christie Francis

Public Comment: None

For: Francis, Morton, Schwieterman and Shockley

Opposed: None

Motion passed unanimously

### Hire: Summer Office Contract July/August 2015

Motion: Trustee Christie Francis to hire Kasey Thiem from July 1, 2015- August 21, 2015 at \$12/hour for a maximum of 304 hours, not to exceed 40 hours/week.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Francis, Morton, Schwieterman and Shockley

Opposed: None

Motion passed unanimously

### **Adjournment**

Motion: Trustee Christie Francis to adjourn the meeting at 7:25pm.

Seconded: Trustee Aaron Schwieterman

Public Comment: None  
For: Francis, Morton, Schwieterman and Shockley  
Opposed: None  
Motion passed unanimously

  
Donna Shockley, Board Chair

  
Carrie Fisher, District Clerk

# Special Meeting

June 22, 2015

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Neal Kroogstaal	Neal Kroogstaal
2. Mike Coon	Mike Coon
3. Judy Hengel	Judy Hengel
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	



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

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

*\* Public comment will be asked on each agenda item. Do not sign below for agenda items.*

# Public Comment Sign-in

## Date: June 22, 2015

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
2.	<i>Shockley</i>
3.	
4.	<i>Donna J</i>
5.	
6.	
7.	
8.	
9.	
10.	

General Fund Line Item Budget Projection FY16

22-Jun-15

85K

ACCOUNT	DESCRIPTION	FY16 - Projected	FY15 - Adopted	Difference	General Fund	General Fund
		Budget	Budget		FY15	FY15
					Actual	Remaining
101.4.100.1000.112	CERTIFIED SALARIES	\$489,595	\$477,668	\$11,927	\$507,630.55	-29,962.55
101.4.100.1000.120	SUBSTITUTE TEACHERS	\$31,500	\$29,219	\$2,281	\$8,014.25	21,204.75
101.4.100.1000.250	WORKERS' COMPENSATION	\$3,099	\$2,921	\$178	\$2,006.38	914.62
101.4.100.1000.260	HEALTH INS	\$70,502	\$70,503	-\$1	\$79,003.30	-8,500.00
101.4.100.1000.582	TRAVEL OUT-OF-DISTRICT/INSERVICE TRAININ	\$1,000	\$1,000	\$0	\$846.28	153.72
101.4.100.1000.610	SUPPLIES	\$22,000	\$22,000	\$0	\$23,635.00	-1,635.00
101.4.100.1000.640	BOOKS	\$500	\$500	\$0	\$12,550.73	-12,050.73
101.4.100.1000.660	MINOR EQUIPMENT	\$250	\$250	\$0	\$0.00	250.00
101.4.100.1000.680	COMPUTER SOFTWARE	\$100	\$100	\$0	\$0.00	100.00
101.4.100.1000.810	DUES AND FEES	\$700	\$700	\$0	\$411.00	289.00
101.4.100.2111.111	ADMINISTRATIVE SALARY	\$853	\$1,014	-\$161	\$892.32	121.68
101.4.100.2111.190	LEAVE - PAY	\$69	\$498	-\$429	\$0.00	498.00
101.4.100.2111.250	WORKERS' COMPENSATION	\$6	\$9	-\$3	\$5.06	3.94
101.4.100.2111.260	HEALTH INS	\$66	\$164	-\$98	\$128.75	35.25
101.4.100.2120.112	CERTIFIED SALARIES	\$43,536	\$40,741	\$2,795	\$40,740.60	0.40
101.4.100.2120.120	SUBSTITUTE TEACHERS	\$1,790	\$1,791	-\$1	\$0.00	1,791.00
101.4.100.2120.250	WORKERS' COMPENSATION	\$272	\$246	\$26	\$237.00	9.00
101.4.100.2120.260	HEALTH INS	\$6,528	\$6,528	\$0	\$5,988.00	540.00
101.4.100.2120.610	SUPPLIES	\$500	\$500	\$0	\$369.94	130.06
101.4.100.2200.260	HEALTH INS				\$875.00	-875.00
101.4.100.2200.111	ADMINISTRATIVE SALARY	\$3,412	\$4,054	-\$642	\$3,569.28	484.72
101.4.100.2200.190	LEAVE - PAY	\$275	\$1,995	-\$1,720	\$0.00	1,995.00
101.4.100.2200.250	WORKERS' COMPENSATION	\$23	\$35	-\$12	\$20.79	14.21
101.4.100.2200.260	HEALTH INS	\$261	\$656	-\$395	\$500.00	156.00
101.4.100.2225.112	CERTIFIED SALARIES	\$37,827	\$35,504	\$2,323	\$35,503.56	0.44
101.4.100.2225.120	SUBSTITUTE TEACHERS	\$2,531	\$2,343	\$188	\$0.00	2,343.00
101.4.100.2225.250	WORKERS' COMPENSATION	\$240	\$219	\$21	\$206.52	12.48
101.4.100.2225.260	HEALTH INS	\$6,528	\$6,528	\$0	\$6,528.00	0.00
101.4.100.2225.610	SUPPLIES	\$600	\$600	\$0	\$234.08	365.92
101.4.100.2225.640	BOOKS	\$2,000	\$2,000	\$0	\$51.40	1,948.60
101.4.100.2225.660	MINOR EQUIPMENT	\$500	\$500	\$0	\$0.00	500.00
101.4.100.2225.680	COMPUTER SOFTWARE	\$500	\$500	\$0	\$0.00	500.00
101.4.100.2300.111	ADMINISTRATIVE SALARY	\$17,060	\$20,269	-\$3,209	\$17,846.40	2,422.60
101.4.100.2300.190	LEAVE - PAY	\$1,366	\$9,972	-\$8,606	\$0.00	9,972.00
101.4.100.2300.250	WORKERS' COMPENSATION	\$114	\$175	-\$61	\$103.84	71.16
101.4.100.2300.260	HEALTH INS	\$1,306	\$3,278	-\$1,972	\$0.00	3,278.00
101.4.100.2300.330	OTHER PROFESSIONAL SERVICES	\$4,100	\$4,100	\$0	\$3,902.50	197.50
101.4.100.2300.331	PROF. SERV. AUDITOR	\$6,750	\$6,750	\$0	\$8,000.00	-1,250.00
101.4.100.2300.332	PROF. SERV. LEGAL	\$5,800	\$5,800	\$0	\$8,195.46	-2,395.46
101.4.100.2300.440	REPAIR AND MAINTENANCE SERVICES	\$250	\$250	\$0	\$42.00	208.00
101.4.100.2300.532	POSTAGE	\$3,500	\$3,500	\$0	\$2,851.66	648.34
101.4.100.2300.540	ADVERTISING	\$1,700	\$1,700	\$0	\$3,066.17	-1,366.17
101.4.100.2300.550	PRINTING/DUPLICATING	\$6,000	\$6,000	\$0	\$5,730.69	269.31
101.4.100.2300.582	TRAVEL OUT-OF-DISTRICT/INSERVICE TRAININ	\$500	\$500	\$0	\$271.27	228.73
101.4.100.2300.610	SUPPLIES	\$6,500	\$6,500	\$0	\$7,835.21	-1,335.21
101.4.100.2300.650	PERIODICALS	\$150	\$150	\$0	\$0.00	150.00
101.4.100.2300.660	MINOR EQUIPMENT	\$2,300	\$2,300	\$0	\$1,054.69	1,245.31
101.4.100.2300.810	DUES AND FEES	\$4,500	\$4,500	\$0	\$2,730.00	1,770.00
101.4.100.2314.110	SALARIES	\$275	\$275	\$0	\$0.00	275.00
101.4.100.2314.250	WORKERS' COMPENSATION	\$2	\$2	\$0	\$0.00	2.00
101.4.100.2314.330	OTHER PROFESSIONAL SERVICES				\$216.87	-216.87
101.4.100.2400.111	ADMINISTRATIVE SALARY	\$32,414	\$38,511	-\$6,097	\$35,626.94	2,884.06
101.4.100.2400.115	CLERICAL/TECHNOLOGY	\$21,060	\$28,760	-\$7,700	\$17,564.04	11,195.96
101.4.100.2400.190	LEAVE - PAY	\$6,454	\$20,853	-\$14,399	\$4,814.38	16,038.62
101.4.100.2400.250	WORKERS' COMPENSATION	\$351	\$822	-\$471	\$337.43	484.57
101.4.100.2400.260	HEALTH INS	\$2,481	\$6,227	-\$3,746	\$11,478.47	-5,251.47
101.4.100.2400.582	TRAVEL OUT-OF-DISTRICT/INSERVICE TRAININ	\$2,500	\$2,500	\$0	\$3,450.35	-950.35
101.4.100.2400.610	SUPPLIES	\$300	\$300	\$0	\$135.05	164.95
101.4.100.2500.111	ADMINISTRATIVE SALARY	\$0	\$26,381	-\$26,381	\$25,984.29	396.71
101.4.100.2500.115	CLERICAL/TECHNOLOGY	\$41,153	\$38,811	\$2,342	\$37,804.68	1,006.32

ACCOUNT	DESCRIPTION	FY16 - Projected	FY15 - Adopted	Difference	FY15	FY15		
		Budget	Budget		Actual	Remaining	Fund 114	Fund 129
101.4.100.2500.190	LEAVE - PAY	\$6,454	\$13,084	-\$6,630	\$0.00	13,084.00		
101.4.100.2500.250	WORKERS' COMPENSATION	\$281	\$437	-\$156	\$360.22	76.78		
101.4.100.2500.582	TRAVEL OUT-OF-DISTRICT/INSERVICE TRAININ	\$150	\$150	\$0	\$731.64	-581.64		
101.4.100.2500.610	SUPPLIES	\$350	\$350	\$0	\$413.59	-63.59		
101.4.100.2600.111	ADMINISTRATIVE SALARY	\$3,412	\$4,054	-\$642	\$3,569.28	484.72		
101.4.100.2600.190	LEAVE - PAY	\$275	\$1,995	-\$1,720	\$0.00	1,995.00		
101.4.100.2600.250	WORKERS' COMPENSATION	\$23	\$35	-\$12	\$20.79	14.21		
101.4.100.2600.260	HEALTH INS	\$262	\$656	-\$394	\$0.00	656.00		
101.4.100.2600.330	OTHER PROFESSIONAL SERVICES	\$500	\$500	\$0	\$0.00	500.00		
101.4.100.2600.410	POWER - LIGHTS	\$700	\$700	\$0	\$770.88	-70.88		
101.4.100.2600.411	NATURAL GAS	\$13,000	\$13,000	\$0	\$11,434.80	1,565.20		
101.4.100.2600.412	ELECTRICITY	\$19,000	\$19,000	\$0	\$19,223.42	-223.42		
101.4.100.2600.421	WATER TESTS	\$2,700	\$2,700	\$0	\$2,017.63	682.37		
101.4.100.2600.431	DISPOSAL SERVICE	\$7,200	\$7,200	\$0	\$5,273.08	1,926.92		
101.4.100.2600.433	CUSTODIAL SERVICES	\$33,600	\$33,000	\$600	\$29,205.00	3,795.00		
101.4.100.2600.440	REPAIR AND MAINTENANCE SERVICES	\$14,500	\$14,500	\$0	\$30,728.17	-16,228.17		
101.4.100.2600.520	INSURANCE	\$10,400	\$10,400	\$0	\$0.00	10,400.00		
101.4.100.2600.531	TELEPHONE	\$2,500	\$2,500	\$0	\$2,811.84	-311.84		
101.4.100.2600.610	SUPPLIES	\$9,259	\$9,259	\$0	\$8,756.56	502.86		
101.4.100.2600.660	MINOR EQUIPMENT	\$1,500	\$1,500	\$0	\$2,293.22	-793.22		
101.4.280.1000.112	CERTIFIED SALARIES	\$43,536	\$40,741	\$2,795	\$0.00	40,741.00		
101.4.280.1000.120	SUBSTITUTE TEACHERS	\$2,118	\$1,275	\$843	\$0.00	1,275.00		
101.4.280.1000.250	WORKERS' COMPENSATION	\$271	\$243	\$28	\$0.00	243.00		
101.4.280.1000.260	HEALTH INS	\$6,528	\$6,528	\$0	\$0.00	6,528.00		
101.4.280.2141.111	ADMINISTRATIVE SALARY	\$2,559	\$3,041	-\$482	\$2,676.96	364.04		
101.4.280.2141.190	LEAVE - PAY	\$205	\$1,496	-\$1,291	\$0.00	1,496.00		
101.4.280.2141.250	WORKERS' COMPENSATION	\$18	\$27	-\$9	\$15.62	11.38		
101.4.280.2141.260	HEALTH INS	\$196	\$492	-\$296	\$0.00	492.00		
101.4.280.6200.920	RESOURCES TRANSFER TO COOP	\$2,847	\$2,847	\$0	\$2,847.00	0.00		
101.4.291.1000.117	AIDES	\$25,868	\$2,775	\$23,093	\$6,159.10	-3,384.10		
101.4.291.1000.190	LEAVE - PAY	\$1,224	\$184	\$1,040	\$0.00	184.00		
101.4.291.1000.250	WORKERS' COMPENSATION	\$194	\$165	\$29	\$35.84	129.16		
101.4.710.3400.150	EXTRACURRICULAR STIPEND	\$12,735	\$12,735	\$0	\$11,535.04	1,199.96		
101.4.710.3400.250	WORKERS' COMPENSATION	\$76	\$85	-\$9	\$67.10	17.90		
101.4.710.3500.111	ADMINISTRATIVE SALARY	\$853	\$1,014	-\$161	\$892.32	121.68		
101.4.710.3500.190	LEAVE - PAY	\$69	\$499	-\$430	\$0.00	499.00		
101.4.710.3500.250	WORKERS' COMPENSATION	\$6	\$9	-\$3	\$5.17	3.83		
101.4.710.3500.260	HEALTH INS	\$66	\$164	-\$98	\$128.74	35.26		
101.4.910.3100.111	ADMINISTRATIVE SALARY	\$2,559	\$3,041	-\$482	\$2,676.96	364.04		
101.4.910.3100.190	LEAVE - PAY	\$205	\$1,499	-\$1,294	\$0.00	1,499.00		
101.4.910.3100.250	WORKERS' COMPENSATION	\$17	\$27	-\$10	\$15.62	11.38		
101.4.910.3100.260	HEALTH INS	\$196	\$492	-\$296	\$0.00	492.00		
		\$1,124,860	\$1,164,871	-\$40,011	\$1,073,655.47	91,215.95	Fund 114	Fund 129
	Budget w/o a vote:	\$1,165,524						
	Difference:	\$40,664						
							Fund 112	Fund 129
					\$5,000.00	5,000.00		
					\$4,500.00	4,500.00		
					\$21,535.00			21,535.00
				\$365.00	\$16,365.00	16,365.00		
				\$775.00	\$7,150.00	7,150.00		
				\$3,025.00	\$27,000.00	27,000.00		
				\$2,500.00	\$32,500.00		32,500.00	
				\$7,500.00				
				\$2,200.00				
				\$16,365.00				
						31,200.95		



**Gallatin Gateway School District #35  
Food Service Recap: FY'15**

	Revenue	Expense	Difference		Food	
<b>Cash on Hand 07/01/14</b>				\$454.80		
Jul-14	\$270.77	\$0.00	\$270.77		\$0.00	\$725.57
Aug-14	\$0.10	\$0.00	\$0.10		\$0.00	\$725.67
Sep-14	\$9,453.14	\$4,123.35	\$5,329.79		\$3,322.72	\$6,055.46
Oct-14	\$6,666.35	\$8,120.76	-\$1,454.41		\$4,936.85	\$4,601.05
Nov-14	\$8,427.54	\$9,665.65	-\$1,238.11		\$5,709.81	\$3,362.94
Dec-14	\$2,611.58	\$7,597.97	-\$4,986.39		\$4,295.56	-\$1,623.45
Jan-15	\$8,723.22	\$6,720.27	\$2,002.95		\$3,734.63	\$379.50
Feb-15	\$7,962.22	\$9,407.88	-\$1,445.66		\$5,774.35	-\$1,066.16
Mar-15	\$6,995.95	\$9,027.64	-\$2,031.69		\$5,275.06	-\$3,097.85
Apr-15	\$7,703.50	\$8,697.96	-\$994.46		\$6,051.02	-\$4,092.31
May-15	\$7,875.51	\$8,999.88	-\$1,124.37		\$4,934.72	-\$5,216.68
Jun-15		\$9,733.42	-\$9,733.42		\$4,373.48	-\$14,950.10
Subtotal	\$66,689.88	\$82,094.78	-\$15,404.90	-\$14,950.10	\$48,408.20	
In Transit	May/June	\$4,359.00	\$4,359.00			
In Transit			\$0.00			
In Transit			\$0.00			
Weekly Deposits:	\$5,252.93		\$5,252.93			
<b>Total</b>	<b>\$76,301.81</b>	<b>\$82,094.78</b>	<b>-\$5,792.97</b>		<b>\$48,408.20</b>	
<b>Cash on Hand (Projected)</b>						<b>-\$5,338.17</b>

Note(s):

**Weekly Deposits:**

5/29/2015	\$953.50	
6/5/2015	\$3,081.85	
6/12/2015	\$489.25	
6/19/2015	\$728.33	
<b>Total</b>	<b>\$5,252.93</b>	<b>\$0.00</b>

FUND 115

Project Description	ID Number	Balance Beginning	Transfer In	Revenues	Expend.	Transfer Out	Balance Ending
Adult Education	650	\$3,730.43		\$48.00	\$0.00		\$3,778.43
Art	137	\$21,262.29		\$3,114.00	\$2,582.85		\$21,793.44
Blg Sky Inst.	124	\$0.00		\$0.00	\$0.00		\$0.00
Book Fair	195	\$0.00		\$0.00	\$0.00		\$0.00
Boosters	150	\$0.00		\$0.00	\$0.00		\$0.00
Building	161	\$0.00		\$0.00	\$0.00		\$0.00
COOP G/M	280/458	\$0.00		\$0.00	\$0.00		\$0.00
COOP P/P	114	\$0.00		\$0.00	\$0.00		\$0.00
Excess Funds	456	\$0.00		\$9,263.00	\$9,263.00		\$0.00
Exxon	115	\$0.00		\$0.00	\$0.00		\$0.00
Fac. Rental	149	\$11,202.29		\$0.00	\$0.00		\$11,202.29
Field Trips	710	\$4,110.45		\$3,472.87	\$3,595.82		\$3,987.50
Green House	148	\$313.43		\$204.00	\$137.85		\$379.58
Gym Renovation	144	\$250.00		\$0.00	\$0.00		\$250.00
Library	160	\$8,198.33		\$1,975.90	\$1,371.54		\$8,802.69
Library G-4	164	\$0.00		\$0.00	\$0.00		\$0.00
Mentor	165	\$0.00		\$1,206.96	\$1,206.96		\$0.00
MISC.	145	\$21,026.31		\$7,150.87	\$18,970.80		\$9,206.38
Music	193	\$2,953.98		\$0.00	\$464.92		\$2,489.06
Music-Band	194	\$5,668.06		\$0.00	\$0.00		\$5,668.06
Mt. Comm.	118	\$0.00		\$0.00	\$0.00		\$0.00
MT EIC/DEQ	125	\$0.00		\$0.00	\$0.00		\$0.00
Mt. Tolerance	126	\$0.00		\$0.00	\$0.00		\$0.00
Newsletter	135	\$0.00		\$0.00	\$0.00		\$0.00
Nurse	166	\$341.26		\$2,802.92	\$3,144.18		\$0.00
OTO Energy	363	\$0.00		\$0.00	\$0.00		\$0.00
OTO Building	364	\$0.00		\$0.00	\$0.00		\$0.00
OTO Indian	365	\$0.00		\$0.00	\$0.00		\$0.00
OTO Maintenance	366	\$2,461.70		\$0.00	\$1,073.45		\$1,388.25
OTO Kindergarten	367	\$0.00		\$0.00	\$0.00		\$0.00
KEDS (K12 Ed. Data Sys)	368	\$0.00		\$0.00	\$0.00		\$0.00
Def. Maint./Energy	370	\$0.00		\$0.00	\$0.00		\$0.00
Photo-Class	192	\$0.00		\$0.00	\$0.00		\$0.00
PIE	151	\$2,656.30		\$3,500.00	\$1,396.07		\$4,760.23
Salesville Merchantile	116	\$0.00		\$552.31	\$0.00		\$552.31
Snack Cart	112	\$1,968.91		\$1,193.70	\$896.43		\$2,266.18
Summer Camps	690	\$0.00		\$0.00	\$0.00		\$0.00
Tech. Donations	170	\$3,410.31		\$0.00	\$0.00		\$3,410.31
Textbook Cont./Don.	130	\$12,835.54		\$424.00	\$0.00		\$13,259.54
Title I, Part A	420	\$3,896.97		\$39,337.00	\$43,233.97		\$0.00
Title I, ARRA	752	\$0.00		\$0.00	\$0.00		\$0.00
Title II, Part A	430	\$0.00		\$0.00	\$0.00		\$0.00
Title II, Part D	431	\$0.00		\$0.00	\$0.00		\$0.00
Title IV, Part A	GCSS	\$0.00					\$0.00
Title V, Part A	435	\$0.00		\$0.00	\$0.00		\$0.00
Title VI, REAP	412	-\$38,638.00		\$32,504.00	-\$6,134.00		\$0.00
Fed/OPI-Ed/Tech	465	\$0.00		\$0.00	\$0.00		\$0.00
Fed/OPI-Gifted/Tal.	360	\$0.00		\$0.00	\$0.00		\$0.00
Fed/OPI-Sign/Needs	361	\$0.00		\$0.00	\$0.00		\$0.00
OPI-Kitchen	212	\$2,245.87		\$0.00	\$0.00		\$2,245.87
Track	146	\$0.00		\$0.00	\$0.00		\$0.00
Wild Game Feed	180	\$0.00		\$0.00	\$0.00		\$0.00
Archary	148	\$1,458.40		\$0.00	\$0.00		\$1,458.40

Project Description	ID Number	Balance Beginning	Transfer In	Revenues	Expend.	Transfer Out	Balance Ending
	359	\$0.00					\$0.00
Community Development	471	\$0.00		\$0.00	\$0.00		\$0.00
State Grant	329	\$1,700.57		\$0.00	\$0.00		\$1,700.57
Accts. Pay. Adjust.		\$0.00					\$0.00
<b>Total</b>		<b>\$73,053.40</b>	<b>\$0.00</b>	<b>\$106,749.53</b>	<b>\$81,203.84</b>	<b>\$0.00</b>	<b>\$98,599.09</b>

# 2015 Purchase Order Estimates

E= Educational Supplies/Materials

N= Need

M= Maintenance

N/W= purchase orders that have both needs & wants designated or those what are a high priority, but not vital

O= Other

W= Wants that are not vital

Need/Want		Requisition by	Company	Description	Total:
N	E	Assessment	NCS Pearsn	Renewal of Amisweb Complete	\$960.00
N	E	Assessment	Renaissance Learning	AR, Accelerated math, Star Math Reading, Math Facts	\$3,636.50
N	E	Burkenpas	AnsMarPublishers	Teacher Editions- Excel Math	\$80.00
N	E	Burkenpas	Allegra Printing	Title I Weekly Progress Report & Individual Learning Forms	\$465.42
N	E	Burkenpas	Staples	Printer Toner cartridges and Timer	\$609.94
N	E	Charles	Allport Editions	Handwrtng Workbooks	\$152.75
N	E	Charles	Harcourt	Maps, Globes, Graphs Workbooks	\$337.74
N	E	Charles	Pearson	4th/5th grade math workbooks	\$391.30
N	E	Charles	Really Good Stuff	Puzzles, games and posters	\$201.18
N	E	Charles	School Specialty	Headphones, Classroom supplies/materials	\$294.44
N	E	Charles	Staples	Filef olders, sharpies, supplies	\$17.49
N	E	Coon	Faronics	Deep Freeze Software (1 year renewal)	\$225.00
N	E	Coon	iSafe	iSafe- Internet Safety Software Renewal	\$300.00
N	E	Coon	ISTE	School Membership Renewal	\$115.00
N	E	Coon	MTAHPERD	Annual Membership	\$25.00
N	E	Coon	Star Fall	Annual Subscription	\$270.00
N	E	Coon	CDW-G	Equipment and Cable	\$4,666.16
N	E	Curry	Amazon	Bridges to Literature Books and TE's	\$292.35
N	E	Curry	Really Good Stuff	privacy shields & classroom materials/supplies	\$287.51
N	E	Davis	Allport Editions	Handwriting Workbooks	\$634.50
N	E	Davis	Amazon	Novel Set	\$141.35
N	E	Davis	Houghton Mifflin Harcourt	Maps, Globes, Graphs Workbooks	\$1,631.97
N	E	Davis	McGraw-Hil Education	Vocabulary, Spelling, and Reading Mastery materials	\$2,065.63
N	E	Davis	Really Good Stuff	Classroom materials/supplies	\$825.91
N	E	Davis	School Specialty	Classroom materials/supplies	\$487.15
N	E	Davis	Stenhouse Publishers	Teacher Resources	\$50.00
N	E	Davis	Time, Inc.	Time for Kids Subscription	\$160.56
N	E	Herdina	Smithsonian	8th Grade School Membership Renewal	\$10.00
N	E	Herdina	Social Studies Service	SS Curriculum materials	\$2,262.04
N	E	Holt	Allport Editions	Handwrtng Workbooks	\$308.45
N	E	Holt	BrainPop	BrainPop Jr. and BrainPop Subscritption (Online)	\$320.00
N	E	Holt	Loyola Press	Exercises in English Workbooks	\$392.44
N	E	Holt	Pearson School	Math & SS workbooks	\$371.33
N	E	Holt	Rainbow Resource Center	Maps, Globes, Graphs Workbooks	\$548.75
N	E	Holt	Really Good Stuff	Classroom materials/supplies	\$283.19
N	E	Holt	Scholastic	Scholastic News Subscription	\$123.75
N	E	Holt	School Specialty	Classroom materials/supplies	\$327.08
N	E	Holt	School Specialty	Electric Pencil Sharpener	\$46.58
N	E	Holt	SRA-McGraw Hill	Reading and Spelling Mastery materials	\$1,633.21
N	E	King	Allport Editions	Handwrtng Workbooks	\$705.00
N	E	King	Houghton Mifflin Harcourt	Daybooks for Critical Reading & Writing	\$1,734.50
N	E	King	HP Computers	3 classroom desktop computers	\$2,189.97
N	E	King	Loyola Press	Voyages in English	\$986.27
N	E	King	School Specialty	Middle School Classroom/ Art Supplies	\$373.64
N	E	King	Zaner Bloser	Word Wisdom Student Edition	\$669.98
N	E	Krob	Amazon	Library books	\$516.26
N	E	Krob	Amazon	Novel Set	\$131.81
N	E	Krob	Amazon	Library books	\$286.16
N	E	Krob	Amazon	Montana History Library Books	\$246.86
N	E	Krob	Amazon	Thesaurus and Library Book	\$57.65
N	E	Krob	Amazon	Damaged Book Replacement for Title Room	\$11.00
N	E	Krob	AMLE	Membership Renewal	\$199.99
N	E	Krob	Books Galore Inc	Library materials and books	\$1,604.96
N	E	Krob	GBC	Laminating Film	\$98.71
N	E	Krob	International Reading Association	Membership Renewal	\$69.00
N	E	Krob	Kelowna Software`	L4U Library Card Catalog	\$778.00
N	E	Krob	National Geographic	National Geographic Subscription	\$42.00
N	E	Krob	National Geographic Kids	National Geographic Subscription	\$34.00
N	E	Krob	Range Magazine	2 Year Subscription to Rage Magazine	\$29.00
N	E	Krob	Subscription Services of America	American Girl, Discovery Girls, Sports Illistrated	\$77.90
N	E	Krob	The Library Store	Book repair materials	\$143.17
N	E	Krob	World Book	World Book Online Subscription	\$254.10

Need/Want		Requisition by	Company	Description	Total:
N	E	Krogstad	Allport Editions	Handwrtng Workbooks	\$310.20
N	E	Krogstad	EPS	Sitton Spelling Practice Books	\$238.15
N	E	Krogstad	Follett	Phonica and Maps, Globes, Graphs Workbooks	\$1,267.20
N	E	Krogstad	Jones School Supply Company	Science Fair Trophies and Certificates	\$34.49
N	E	Krogstad	Scholastic	Scholastic News Subscription	\$167.71
N	E	Krogstad	Scott Foresman-Addison Wesley	Math Workbooks/Lessons	\$977.30
N	E	Matthews	Flinn Scientific	Science supplies/materials	\$262.02
N	E	Matthews	School Specialty	Classroom supplies/materials	\$177.31
N	E	Matthews	School Specialty	Middle School Art Supplies	\$78.49
N	E	McCauley	Amazon	Counseling Games and Books	\$87.73
N	E	McCauley	Amazon	Counseling Books	\$96.62
N	E	McCauley	Amazon	Counseling Books	\$106.71
N	E	McCauley	Amazon	Counseling Games	\$23.73
N	E	McCauley	Costco	Chair and laptop computer	\$1,264.98
N	E	McCauley	Gallup	Strengths Explorers	\$219.80
N	E	McCauley	Youth Light	Counseling Books and activities	\$35.90
N	E	McCauley	Staples	3 hole punch	\$16.49
N	E	Mohr	MTAHPERD	Annual Membership	\$25.00
N	E	Mohr	Musicians Friend	Music Supplies	\$241.02
N	E	Mohr	Musicians Friend	Amplifier	\$499.00
N	E	Mohr	Apple	iPod Touch 64 GB	\$299.00
N	E	Schaff/Fisher	School Health Services	Clinic and First Aid Supplies	\$373.82
N	E	Schaff/Fisher	School Health Services	First Aid Supplies	\$250.00
N	E	School	IXL Learning	Math and ELA Site License (1 year)	\$1,250.00
N	E	School	Ellsworth Publishing	Keyboarding for Kids Software Renewal (3 years)	\$915.30
N	E	School	House of Clean	can liners, keenex, wipes, hand towels, other supplies	\$2,700.00
N	E	School	Bearing the Light	Website Hosting	\$315.00
N	E	School	Montana Cooperative Service	MCS Membership Dues	\$165.00
N	E	School	NCS Pearson	PowerSchool Support, Hosting, SSL Certificate	\$3,050.00
N	E	School	PlanbookEdu	Online lesson plan book subscription	\$323.00
N	E	School	SAM	MAESP/NAESP Membership	\$425.00
N	E	School	SWMSS	SWMSS Membership Dues	\$415.00
N	E	School	SWMSS	MEC Membership Dues	\$1,500.00
N	E	School	AASA	Active School Membership	\$223.00
N	E	School	Allegra Printing	Envelopes, midterms	\$677.00
N	E	School	School Specialty	Office/School Supplies & Materials	\$2,254.50
N	E	Tysse	Allport Editions	Handwrtng Workbooks	\$310.20
N	E	Tysse	Amazon	Ball Chairs	\$131.70
N	E	Tysse	ESP	Sitton Spelling Practice Books	\$190.52
N	E	Tysse	Follett	Math, Phonics, and Maps, Globes, Graphs Workbooks	\$1,483.34
N	E	Tysse	Primary Concepts	Word books, reading journals, rhyming dictionaries	\$140.51
N	E	Tysse	Really Good Stuff	Classroom materials/supplies	\$290.00
N	E	Tysse	Scholastic	Scholastic News Subscription	\$108.90
N	E	Tysse	School Specialty	Classroom materials/supplies	\$124.92
N	E	Tysse	School Specialty	Art Supplies	\$1,467.47
N	E	Tysse	Scott Foresman-Addison Wesley	Math Workbooks/Lessons	\$995.47
N	E	Tysse	Therapy Shop	Fidgetting Bands XT	\$54.90
N	E	Tysse	Treetop Publishing	Blank Bare Books/Calendars	\$137.06
N	E	Yager	Allport Editions	Handwrtng Workbooks	\$310.20
N	E	Yager	Really Good Stuff	Classroom supplies/materials	\$354.35
N	E	Yager	Staples	Classroom supplies/materials	\$113.40
<b>Educational Supplies/Materials Need Sub Total:</b>					<b>\$64,670.01</b>
N	M	School	Dakota Fence	10' Bench for Playground	\$400.00
N	M	Coon/Mohr	Western Sports Floors	Annual Gym Floor Refinishing	\$1,657.50
N	M	School	Doctor Clean	Annual Window/Screen Cleaning	\$675.00
N	M	School	Bozeman Arbor Care Tree Service	Tree/bush trimming	\$1,200.00
N	M	School	Another Peters Painting	Stripe parkinglot, playground, track, stencil work	\$1,100.00
<b>Maintenance Needs Subtotal:</b>					<b>\$5,032.50</b>
N	M	School	Johnson Controls	Planned Service	\$7,994.00
N	M	School	Johnson Controls	Replace Heating coil in Library Unit	\$3,300.00
<b>Maintenance Needs Approved at June 15, 2015 Meeting:</b>					<b>\$11,294.00</b>
N	O	Food Service	School Nutrition Association	Annual Membership	\$37.50
N	O	Food Service	Tyler Technologies	Meal Accounting Software	\$923.79
<b>Food Service Needs Subtotal:</b>					<b>\$961.29</b>

Need/Want		Requisition by	Company	Description	Total:
N	O	School	Western States Insurance	Property and Liability Insurance	\$18,014.00
N	O	Board	MTSBA	Dues and Trustee Insurance	\$2,201.00
<b>Other Needs Subtotal:</b>					<b>\$20,215.00</b>
N/W	E	Burkenpas	McGraw-Hil Education	Connecting Math Concepts Teacher Packages	\$3,006.50
N/W	E	Burkenpas	Really Good Stuff	Games and supplies	\$410.19
N/W	E	Charles	Montana Historical Society	Annual Member	\$200.00
N/W	E	Charles	Moving Minds by Gopher	Standing Desks	\$1,420.29
N/W	E	Davis	Loyola Press	Exercises in English Workbooks & Voyages Reading	\$4,166.03
N/W	E	Davis	MSEC	Luxor Laptop Storage	\$567.50
N/W	E	Krogstad	Really Good Stuff	Classroom materials/supplies	\$251.67
N/W	E	Krogstad	School Specialty	projector, and classroom supplies	\$1,189.77
N/W	E	Yager	Nature Gift Store	Tadpoles/Caterpillars	\$49.80
N/W	E	Yager	Office Playground	Tangle Therapy, Stress Balls	\$31.51
N/W	E	Yager	School Specialty	Mini Clocks, Bean Bag Chair, Disc "O"Sit, Headphones	\$640.07
N/W	E	Yager	School Specialty	Classroom supplies/materials	\$98.44
N/W	E	Yager	Stenhouse Publishers	Number Sense Routines	\$28.00
<b>Educational Supplies/Materials Needs/Wants Subtotal:</b>					<b>\$12,059.77</b>
W	E	Burkenpas	Amazon	Sources Books, stickers	\$24.81
W	E	Burkenpas	Amazon	Trans Math Workbook, stickers, Transmath text, sourcebooks	\$40.18
W	E	Burkenpas	Early Reading Mastery	Literacy manipulatives	\$12.95
W	E	Burkenpas	LEGO Education	Story Starter Set and expansion packs	\$252.31
W	E	Burkenpas	National Autism Resources	Fidget Set and Tangle Therapy Materials	\$104.47
W	E	Burkenpas	PCI Education	Writing Series Materials and games	\$1,024.80
W	E	Burkenpas	Rainbow Resource Center	Daybooks for Critical Reading & Writing	\$149.80
W	E	Burkenpas	Thriftbooks	Reading and Writing Sourcebook- Grade 5	\$9.84
W	E	Burkenpas	Voyager Sopris	Step up to Wrting Classroom Set	\$359.00
W	E	Burkenpas	Amazon	games and stickers	\$66.30
W	E	Coon	Microsoft	Surface Tablets Budle with keyboard/pen	\$16,474.00
W	E	Holt	Delta Education	FOSS Next Generation Science Kits	\$3,687.04
W	E	King	Epson	Wireless LAN module	\$99.00
W	E	Krob	ALA Publishing	Posters and Supplies	\$65.00
W	E	Krob	Amazon	Projector Stand	\$121.56
W	E	Krob	Recorded Books	Audio CD	\$22.98
W	E	Krob	UpStart	Library materials, bookmarks	\$143.25
W	E	Krogstad	Sopris West	Read Well Posters	\$59.40
W	E	McCauley	Amazon	Counseling books, games and activities	\$85.77
W	E	McCauley	Positive Promotions	Activities Book and Pencils	\$202.76
W	E	McCauley	Pro-Ed Special Needs	Counseling Books and activities	\$70.00
W	E	Mohr	eNasco	PE Supplies	\$710.30
W	E	Tysse	Delta Education	FOSS Next Generation Science Kit	\$576.40
<b>Educational Supplies/Materials Wants Subtotal:</b>					<b>\$24,361.92</b>
<b>Overall Total:</b>					<b>\$138,594.49</b>

## **Agenda Item: Combine District Clerk/Business Manager Position 1.0 FTE**

---

### **Background:**

Currently, the District Clerk position is combined with the Secretary position at a 1.0 FTE and the Business Manager position is independent at a 0.6 FTE.

Business Manager Ken Mosby is retiring effective June 30, 2015.

### **Job Descriptions:**

Business Manager- CLAS-001

School Clerk- CLAS-002

Secretary I- CLAS-003

### **Recommendation:**

Combine District Clerk and Business Manager position at a 1.0 FTE effective July 1, 2015. The Secretary position will be an independent position moving forward.

### **Recommended Motion:**

Combine District Clerk and Business Manager positions at a 1.0 FTE effective July 1, 2015.

**Agenda Item: Hire: District Clerk/Business Manager- Carrie Fisher- 1.0FTE**

---

**Background:**

Currently, the District Clerk position is combined with the Secretary position at a 1.0 FTE and the Business Manager position is independent at a 0.6 FTE.

Business Manager Ken Mosby is retiring effective June 30, 2015.

*Current District Clerk/Secretary: Carrie Fisher*

2015-2016 Clerk/Secretary Contract: \$21.19/hour and a Flex contribution of \$1,800.00 per year (\$150.00 per month for 12 months) and 40 hours per week and up to twenty (20) hours of overtime per month as needed for the performance of duties.

2014-2015 Business Manager Contract: \$22.14 hour and a Flex contribution of \$720.00 per year (\$60.00 per month for 12 months) and hours shall not exceed 24 hours per week.

Job Descriptions:

Business Manager- CLAS-001

School Clerk- CLAS-002

Secretary I- CLAS-003

**Recommendation:**

Hire Carrie Fisher as the District Clerk/Business Manager at a 1.0 FTE effective July 1, 2015 with an hourly salary of \$21.75 and maintain all current benefits/terms under District Clerk/Secretary contract.

**Recommended Motion:**

to hire Carrie Fisher as District Clerk and Business Manager from July 1, 2015 - June 30, 2016 with a wage of \$21.75 per hour for 40 hours per week, a Flex contribution of \$1,800.00 per year (\$150.00 per month for 12 months) and approves up to twenty (20) hours of overtime per month as needed for the performance of duties.



## **Agenda Item: Hire Summer Office Contract July/August 2015- Kasey Thiem**

---

### **Background:**

Kasey Thiem was hired in October 2014 as secretary for the District. The current contract for Kasey Thiem ends on June 30, 2015. Her contract for 2015-2016 was not renewed because she has expressed intentions to pursue other opportunities in the Fall 2015.

Currently, the District's administrative team is in transition and summer help is now needed to complete tasks in preparation for the start of school in August.

### **Job Descriptions:**

Secretary I- CLAS-003

### **Recommendation:**

Offer Kasey Thiem a contract from July 1, 2015- August 21, 2015 at \$12/hour for a maximum of 304 hours, not to exceed 40 hours/week.

### **Recommended Motion:**

to hire Kasey Thiem from July 1, 2015- August 21, 2015 at \$12/hour for a maximum of 304 hours, not to exceed 40 hours/week.