

# August Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, August 15, 2016** at **6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### Call to Order

#### Pledge of Allegiance

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

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

### Consent Agenda

**Minutes:** July 15, 2016- special meeting and August 4, 2016- special meeting (GGS Policy #1065 & #1070); **Finance:** Warrants (GGS Policy #7000); Cash Reconciliation as of June 30, 2016; Extra-Curricular Expenditure and Reconciliation Report (GGS Policy #7025); Extra-Curricular Account: Reappropriations; **Personnel:** Rescind Certified Contract Due to Resignation (GGS Policy #5075) Amend Contract for Sara Bree Bedwell (.84 FTE to 1.0 FTE); Hire: Certified Staff-Guidance Counselor (.5 FTE) & Certified Teacher (.84 FTE) (GGS Policy #5025); Hire: Classified Aide/Paraprofessional (GGS Policy #5025); Hire: Kitchen Assistant (GGS Policy #5025); Hire: Certified/Classified Substitutes (GGS Policy #5025). **Other:** Discretionary Nonresident Student Attendance Agreements 16-17 (GGS Policy #3025); Appointments to Title X, IX, VI, Gallatin-Madison Cooperative, Gallatin County Transportation Committee (GGS Policy #3005, #3020, & #4025); Adopt Handbooks for 2016-2017- Personnel Handbook, Bus Rider Manual, Volunteer Handbook, and Athletic Handbook

### Committee Reports

Facility Advisory Committee

Negotiations Committee (IBB)

### Old Business

Adopt 2016-2017- Student/Parent Handbook revisions

### Superintendent's Report

#### New Business

##### Action Items:

2016-2017 Certified Master Agreement: Gallatin Gateway Board of Trustees, School District No. 35 and the Gallatin Gateway Education Association, MEA-MFT (GGS Policy #1130)

2015-2016 Trustees' Financial Summary

2016-2017 Budget Adoption- All Budgeted Funds (GGS Policy #7000)

Adopt Action Plans for 2016-2017- completion of Strategic Goals

Extra-curricular Compensation for 2016-2017 (GGS Policy #5025)

Hire: Extra-curricular Coaching Staff –Volleyball Head Coach and Assistant Coach; Girls' & Boys' Basketball Head Coaches and Assistant Coaches; Wrestling & Track Coaches (GGS Policy #5025)

Hire: Extra-Curricular Positions: Mentors, Adult Education Coordinator(s); Athletic Director(s); Student Council; School Store; and Trip Advisors (5<sup>th</sup>, 6<sup>th</sup>, & 8<sup>th</sup> Grade) (GGS Policy #5025)

Consulting Services by Denning, Downing, & Associates

Resolution for Disposal of Abandoned, Obsolete, and Undesirable Property (20-6-604, MCA)

Board Training- MTSBA Back-to-School Legal Primer- September 6, 2016- Bozeman (GGS Policy #1035)

##### Discussion Items:

MTSBA Policy Services Proposal

Teachers and Staff Meet & Greet with Board- August 25- PIR Day Lunch

##### Next Meetings:

Work Session & Regular Meeting - Monday, September 19, 2016 @ 5pm (Facility Tour) and 6pm

### Adjournment

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

Excerpt from GGS Policy #1070- School Board Meeting Procedure

*Public Participation*

The Board recognizes the value of public participation and encourages the public to attend and participate in its meetings. In order to permit the orderly and fair expression of such participation, the Board will solicit oral and/or written comments prior to a final decision on a matter of significant interest to the public. The Chair may place reasonable time limits on public comment, and may interrupt or terminate any statement that is out of order, personally directed, abusive, obscene, or too lengthy. +

Members of the public are encouraged to make comments during the public comment section of the agenda on matters that are of public concern and that are not on that particular agenda. The Chair will recognize individuals or groups for public comment on agenda items after the Board has discussed the issue. Comments may be presented orally or in writing for the Board's consideration.

|                  |                |   |
|------------------|----------------|---|
| Legal Reference: | § 2-3-101, MCA | Public participation  |
|                  | § 2-3-301, MCA | Agency to accept public comment electronically --<br>dissemination of electronic mail address and documents<br>required -- prohibiting fees |

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

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

---

**Call to Order**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Monday, August 15, 2016 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 6:23pm.

**Trustees Present**

Donna Shockley, Board Chair; Lyn Morton, Board Vice-Chair; Julie Fleury, and Aaron Schwieterman

**Trustees Absent**

Christie Francis

**Staff Present**

Travis Anderson, Superintendent and Carrie Fisher, District Clerk

**Others Present**

None

**Pledge of Allegiance**

The meeting attendees recited the *Pledge of Allegiance*.

**Presiding Trustee's Explanation of Procedures**

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

**Public Comment on Non- Agenda Items**

None

**Consent Agenda**

Donna Shockley would like to remove the handbooks from the consent agenda and review under New Business.

Motion: Vice Chair Lyn Morton to approve minutes from July 15, 2016- special meeting and August 4, 2016- special meeting; approve claim warrants FY16- 34980 (VOID: #34928); FY17- #34981-#35024; payroll warrants #75131-#75136 and direct deposits -89792-89786 (VOID: none); and approve Extra Curricular Recap & Reconciliation as of June 30, 2016 with a balance of \$12,699.25; Extra-Curricular Recap & Reconciliation as of July 29, 2016 with a balance of \$13,430.05; Extra-Curricular Fund Reappropriations to transfer \$2500 from the Class of 2016 to the Class of 2017 to be set-aside for future Washington D.C. or 8<sup>th</sup> Grade class trip and close the Class of 2016 account; approve the Cash Reconciliation report as of June 30, 2016; to mutually agree to rescind Laurel King's 1.0 FTE contract for the 2016-2017 school term; to rescind the .84 FTE contract for Sara Bree Bedwell and approve a 1.0 FTE certified contract for the 2016-2017 school year; to hire Ruth Sann as a .5 FTE certified teacher for the 2016-2017 academic year to be placed at the appropriate spot in the negotiated salary matrix based on educational attainment and years of experience (not to exceed five years) and pending adequate fingerprint/background check and TB test; to hire Veronica Rubio as a .84 FTE certified teacher for the 2016-2017 academic year to be placed at the appropriate spot in the negotiated salary matrix based on educational attainment and years of experience

(not to exceed five years) and pending adequate fingerprint/background check and TB test; to hire Brooke Savage at \$10.35/hour not to exceed 30 hours/week for 180 school days from August 29, 2016 to June 9, 2017 as a kitchen assistant pending adequate fingerprint/background check and TB test; to hire the following certified/classified substitutes: *Bus Driver*: Maxine Daniel and Gary Jones; *Kitchen/Food Service*: Stacy Webb; *Teachers/Aides/Other*: Shelly Berezay, April Bettilyon, Cynthia Corliss, Kate Cottingham, Sonja Davis, Priscilla Dolan, Jonathan Gans, Jennifer Gilbert, Wendy Hourigan, Helen Ketcher, Spencer Kirkemo, Patrick Lupton, Heather Maxcy, Libby Michaud, Brad Parsch, Teresa Ann Auatraro, Ashley Senenfelder, Megan Stark, Barry Sulam, Leann Swain pending adequate fingerprint/background check and TB test results; to approve nine student attendance agreements for the 2016-2017 school year; to appoint Ruth Sann as the Title X- Homeless Liaison, Title IX- Equal Opportunity Coordinator, and Title VI- Civil Rights Coordinator; and Travis Anderson as the Gallatin-Madison Cooperative Representative and Gallatin County Transportation Committee Representative for Gallatin Gateway School.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **Committee Reports**

### Facility Advisory Committee

Board Chair Donna Shockley noted that the last Facility Advisory Committee meeting was held on June 8, 2016 and the next meeting is scheduled for Wednesday, August 17, 2016 at noon at the Gallatin Gateway School. Board Chair Shockley indicated that the committee has received the assessment back from CTA and will be reviewing and discussing the preliminary report.

### Negotiations Committee (IBB)

Board Vice Chair Lyn Morton noted that the committee finalized negotiations and will be holding their final meeting on September 12, 2016 at 4:30pm. She noted that the final collective bargaining agreement is included in the packet for Board approval later in the meeting.

## **Old Business**

### 2016-2017 Student/Parent Handbook

The Board reviewed the Student/Parent Handbook revisions. The Board also discussed the following changes: Change PIE email address to [pie@gallatingatewayschool.com](mailto:pie@gallatingatewayschool.com) and Chanda Harrison's phone number under Booster Club.

Motion: Trustee Aaron Schwieterman to adopt the revised Student and Parent Handbook for 2016-2017 school year with noted changes.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **NEW BUSINESS**

### Adopt Handbooks for 2016-2017- Personnel Handbook, Bus Rider Manual, Volunteer Handbook, and Athletic Handbook

The Board reviewed and discussed the Bus Rider Manual. The Board determined that they would like to discontinue the Bus Rider Manual. In addition, they indicated that the bus rules form from the manual can be provided to parents with the bus rider registration form.

Motion: Vice Chair Lyn Morton to discontinue the Bus Rider Manual.

Seconded: Trustee Aaron Schwieterman

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

The Board reviewed and discussed the Athletic Handbook. The following revisions were discussed:

- Change Ms. Erica Clark to the Assistant Athletic Director.
- Remove the Eligibility Requirements from Athletic Handbook and replace with the Eligibility requirements stated in the revised Student/Parent Handbook
- Check the seasons for boys' and girls' basketball to ensure they are reflective of how they will fall for 2016-2017 school year
- Change all content that conflicts with Student/Parent Handbook to reflect those revisions.
- Change wording under **VII. Attendance** to read "If a student is absent from school, the student will not be eligible to participate in that game that day." This wording will be reflected under Absences on Game Days and Practice Schedule.

Motion: Trustee Aaron Schwieterman to adopt the Athletic Handbook with the discussed changes.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

The Board reviewed and discussed the Personnel Handbook and Volunteer Handbook.

Motion: Trustee Aaron Schwieterman to adopt the Personnel Handbook and Volunteer handbook with revisions as presented.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **SUPERINTENDENT**

Superintendent Anderson provided the Board with information on the following: 1) Enrollment Summary-140 with a few more enrollments expected this week; 2) PIR Schedule for August 25 & 26; 3) Open House will be scheduled during the PIR Days and the Board will be informed of the date/time; and 4) Weekly email updates.

## **NEW BUSINESS**

2016-2017 Certified Master Agreement: Gallatin Gateway Board of Trustees, School District No. 35 and the Gallatin

Motion: Vice Chair Lyn Morton to approve the master agreement.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

2015-2016 Trustees' Financial Summary

Motion: Vice Chair Lyn Morton to approve the FY16 Trustee's Financial Summary (TFS) as presented.

Seconded: Trustee Aaron Schwieterman

Public Comment: None  
 For: Fleury, Morton, Schwieterman, Shockley  
 Opposed: None  
 Motion passed unanimously.

2016-2017 Budget Adoption- All Budgeted Funds

Motion: Vice Chair Lyn Morton to adopt the final budget amounts for all budgeted funds as noted below and approve the Budget Report for FY16-17 as follows:

| <u>Fund Name:</u> | <u>Fund #</u> | <u>Final Budget</u> |
|-------------------|---------------|---------------------|
| General           | 101           | \$1,201,754.20      |
| Transportation    | 110           | \$99,576.71         |
| Bus Depreciation  | 111           | \$122,211.78        |
| Tuition           | 113           | \$855.92            |
| Retirement        | 114           | \$186,165.86        |
| Adult Education   | 117           | \$21,000            |
| Technology        | 128           | \$20,340.95         |
| Flexibility       | 129           | \$9,313.85          |
| Debt Service      | 150           | \$116,515.00        |
| Building Reserve  | 161           | \$88,208.27         |

Seconded: Trustee Aaron Schwieterman  
 Public Comment: None  
 For: Fleury, Morton, Schwieterman, Shockley  
 Opposed: None  
 Motion passed unanimously.

Adopt Action Plans

Motion: Vice Chair Lyn Morton to adopt the 2016-2017 Gallatin Gateway School District Goals and Action plans with all changes discussed during the work session.

Seconded: Trustee Aaron Schwieterman  
 Public Comment: None  
 For: Fleury, Morton, Schwieterman, Shockley  
 Opposed: None  
 Motion passed unanimously.

Extra-Curricular Compensation for 2016-2017

The Board discussed and reviewed the Extra Curricular Compensation and positions. The board would like to change the Student Council Advisor responsibilities to read “not less than 2x month” rather than “1x week”

Motion: Vice Chair Lyn Morton to approve extracurricular positions, compensation, and employee hiring for 2016-2017 with discussed change to Student Council Advisor responsibilities.

Seconded: Trustee Aaron Schwieterman  
 Public Comment: None  
 For: Fleury, Morton, Schwieterman, Shockley  
 Opposed: None  
 Motion passed unanimously.

Consulting Services by Denning, Downing, & Associates

Motion: Vice Chair Lyn Morton to hire Denning, Downing, & Associates to consult with the District on the following services:

- Limited Assistance- Black Mountain Conversion Accounting System Clean Up

- Limited Assistance- Capital Asset Depreciation Schedule
- Complete assistance with closing checklist

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

Resolution for Disposition of Abandoned, Obsolete, and Undesirable Property

Motion: Vice Chair Lyn Morton to adopt the following resolution:

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 the 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:

| Item Description             | Quantity |
|------------------------------|----------|
| Metal paper towel dispensers | 16       |
| School desks                 | 30       |
| Office chairs                | 10       |
| 2 drawer file cabinet        | 1        |
| Riding lawn mower            | 1        |
| Gymnasium/Shop lights        | 3        |
| Metal wire ball bins         | 3        |
| Sets of metal wire shelves   | 2        |

THEREFORE, BE IT RESOLVED, the Board of Trustees will dispose of this property through the sale or other means commencing on October 1, 2016, with will be 14 days after notice of this resolution has been made in manner required in Section 20-20-204, MCA.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

2016 Back-to School Legal Primer

The following Trustees will be attending: Lyn Morton and Donna Shockley

Superintendent Anderson will attend.

Business Manager Carrie Fisher will contact Trustee Francis to see if she would like to attend and will register all interested individuals.

MTSBA Policy Services Proposal

The Board reviewed and discussed the proposal from MTSBA Policy Services. The Board will be revisit this topic at the next meeting.

Teachers and Staff Meet & Greet with Board- August 25- PIR Day Lunch

The Board discussed hosting a PIR day lunch for the staff on Friday, August 26, 2016. Board Chair Donna Shockley informed the Board that Trustee Christie Francis offered to provide rolls, condiments, and lunch meat. The remaining members of the Board will provide salads, desserts, and other sides. The Board will

host the lunch at the Community Center. In addition, Business Manager Carrie Fisher will post the schedule for PIR Days in accordance with open meeting requirements so the Board can also attend sessions as they wish.

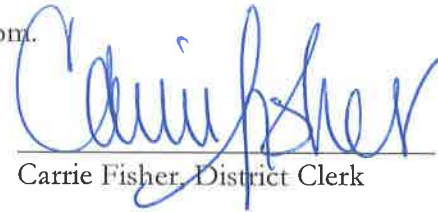
Next meeting: August 15, 2016- Work Session and August 15, 2016- Regular Meeting

The Board will meet on September 19, 2016 at 5pm for a special meeting facility tour and the regular meeting will begin at 6pm.

**Adjournment**

Board Chair Donna Shockley adjourned the meeting at 8:36pm.

  
Donna Shockley, Board Chair

  
Carrie Fisher, District Clerk





**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: August 15, 2016

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

| <b>NAME</b><br>(Please Print Clearly) | <b>TOPIC</b><br>(Please Print Clearly) |
|---------------------------------------|--|
| 1.                                    |  |
| 2.                                    |  |
| 3.                                    |  |
| 4.                                    |  |
| 5.                                    |  |
| 6.                                    |  |
| 7.                                    |  |
| 8.                                    |  |
| 9.                                    |  |
| 10.                                   | <i>Donna Shockey</i>                   |

# Regular Meeting

August 15, 2016

## Sign-in Sheet

| <u>Name- please print</u> | <u>Signature</u> |
|---------------------------|------------------|
| <u>1.</u>                 |                  |
| <u>2.</u>                 |                  |
| <u>3.</u>                 |                  |
| <u>4.</u>                 |                  |
| <u>5.</u>                 |                  |
| <u>6.</u>                 |                  |
| <u>7.</u>                 |                  |
| <u>8.</u>                 |                  |
| <u>9.</u>                 |                  |
| <u>10.</u>                |                  |
| <u>11.</u>                |                  |
| <u>12.</u>                |                  |
| <u>13.</u>                |                  |
| <u>14.</u>                |                  |
| <u>15.</u>                |                  |
| <u>16.</u>                |                  |
| <u>17.</u>                |                  |
| <u>18.</u>                |                  |
| <u>19.</u>                |                  |
| <u>20.</u>                |                  |
| <u>21.</u>                |                  |
| <u>22.</u>                |                  |
| <u>23.</u>                |                  |
| <u>24.</u>                |                  |
| <u>25.</u>                |                  |
| <u>26.</u>                |                  |
| <u>27.</u>                |                  |
| <u>28.</u>                |                  |
| <u>29.</u>                |                  |
| <u>30.</u>                |                  |

# Gallatin Gateway School

"Educating the Future"

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

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

www.gallatingatewayschool.com

## MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: August 11, 2016

Warrant Numbers (including Direct Deposit/ACH):\*\*

*\*\*Due to the software change the District purchased new warrants and there are now separate warrants for payroll and claims.*

### FY16

Claim (A/P) Warrants #'s:  
34980

Voided Claim (A/P) Warrant #'s:  
5134928- Lego Education- incorrect Vendor—should have been Mastercard

### FY17

Claim (A/P) Warrants #'s:  
34981-35024

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

Payroll Warrant #'s:  
75131-75136

Direct Deposits/ACH #'s:  
89792-89786

Voided Payroll Warrant #'s:  
None

Thank you.

08/11/16  
21:43:42

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 6/16

Page: 1 of 1  
Report ID: AP100W

Over spent expenditure

*FY16*

*Accounts*

*Payable*

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

|  |                        |                 |        |     |          |     |
|--|------------------------|-----------------|--------|-----|----------|-----|
| 34980S   | 688 MASTERCARD         |                 |        |     |          |     |
|  | 302                    | 2,349.59        |        |     |          |     |
| REPLACEMENT CLAIM FOR 249- WHICH WAS TO THE INCORRECT VENDOR |                        |                 |        |     |          |     |
| 1  | 06/29/16 LEGO CORE SET | 2,349.59*       | 16-037 | 128 | 100-1000 | 660 |
|  | <b>Total Check:</b>    | <b>2,349.59</b> |        |     |          |     |

# of Claims 1      Total: 2,349.59

08/11/16  
21:41:39

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 7/16

Page: 1 of 4  
Report ID: AP100W

\* ... Over spent expenditure

*FY17*

*Accounts Payable*

| Warrant Claim | Vendor #/Name  | Amount          | Acct/Source/                     |
|---------------|--|-----------------|----------------------------------|
| Line #        | Invoice #/Inv Date/Description   | Line Amount     | PO # Fund Org Prog-Func Obj Proj |
| 34981S        | 78 ARROWLEAF LAWN & LANDSCAPE  |                 |                                  |
| 303           |  | 500.00          |                                  |
| 1             | 199 07/04/16 MOWING- JUNE 18   | 125.00          | 101 100-2600 440                 |
| 2             | 199 07/04/16 MOWING- JUNE 25   | 125.00          | 101 100-2600 440                 |
| 3             | 199 07/04/16 MOWING- JULY 1  | 125.00          | 101 100-2600 440                 |
| 4             | 199 07/04/16 MOWING- JULY 8  | 125.00          | 101 100-2600 440                 |
|               | <b>Total Check:</b>  | <b>500.00</b>   |                                  |
| 34982S        | 1296 B & B APPLIANCES  |                 |                                  |
| 304           |  | 100.00          |                                  |
| 1             | 335 07/14/16 EVACUATION AND DISPOSAL SERVIC<br>ICE MACHINE & MILK COOLER | 100.00          | 101 100-2600 440                 |
|               | <b>Total Check:</b>  | <b>100.00</b>   |                                  |
| 34983S        | 153 BOZEMAN DAILY CHRONICLE  |                 |                                  |
| 327           |  | 704.71          |                                  |
| 1             | 1485363 07/22/16 EMPLOYMENT AD- CERTIFIED TEAC                           | 358.65*         | 101 100-1000 540                 |
| 2             | 1485406 07/22/16 EMPLOYMENT AD- KITCHEN ASSIST                           | 346.06*         | 101 910-3100 540                 |
|               | <b>Total Check:</b>  | <b>704.71</b>   |                                  |
| 34984S        | 168 BOZEMAN TROPHY & ENGRAVING   |                 |                                  |
| 311           |  | 55.10           |                                  |
| 1             | 12267 06/17/16 PLAQUE UPDATES  | 20.00           | 101 100-1000 610                 |
| 2             | 12409 07/14/16 BOARD PLAQUE & NAME TAG                                   | 35.10           | 101 100-2300 610                 |
|               | <b>Total Check:</b>  | <b>55.10</b>    |                                  |
| 34985S        | 279 COSTCO   |                 |                                  |
| 325           |  | 39.95           |                                  |
| 1             | 025811 06/13/16 SUPPLIES   | 39.95           | 101 100-1000 610                 |
|               | <b>Total Check:</b>  | <b>39.95</b>    |                                  |
| 34986S        | 300 CTA INC.   |                 |                                  |
| 312           |  | 197.15          |                                  |
| 1             | 122903 05/31/16 ASSESSMENT AS OF MAY 31, 2016                            | 197.15*         | 161 100-2600 330 666             |
|               | <b>Total Check:</b>  | <b>197.15</b>   |                                  |
| 34987S        | 370 ELITE COMMERCIAL CLEANERS INC.                                       |                 |                                  |
| 313           |  | 2,880.00        |                                  |
| 1             | 1366 07/05/16 CUSTODIAL SERVICES   | 2,304.00        | 101 100-2600 433                 |
| 2             | 1366 07/05/16 CUSTODIAL SERVICES   | 576.00*         | 110 110-2600 433                 |
|               | <b>Total Check:</b>  | <b>2,880.00</b> |                                  |

08/11/16  
21:41:39

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 7/16

Page: 2 of 4  
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 |
| 34988S        | 377 ENERGY LABORATORIES, INC.                |                 |              |          |           |          |
|               | 308  | 24.00           |              |          |           |          |
| 1             | 351250715 07/11/16 WATER TESTING             | 24.00           |              | 101      | 100-2600  | 421      |
|               | <b>Total Check:</b>                          | <b>24.00</b>    |              |          |           |          |
| 34989S        | 404 FELT, MARTIN, FRAZIER & WELDON, PC       |                 |              |          |           |          |
|               | 314  | 1,000.00        |              |          |           |          |
| 1             | GALLGT.000 06/30/16 EMPLOYEE GRIEVANCE-- KWM | 1,000.00        |              | 101      | 100-2300  | 332      |
|               | <b>Total Check:</b>                          | <b>1,000.00</b> |              |          |           |          |
| 34990S        | 577 J&H INC                                  |                 |              |          |           |          |
|               | 307  | 69.96           |              |          |           |          |
| 1             | 478962 07/15/16 COPIER- OFFICE               | 41.27           |              | 101      | 100-2300  | 550      |
| 2             | 478961 07/15/16 COPIER- BUSINESS MANAGER     | 28.69*          |              | 101      | 100-2500  | 550      |
|               | <b>Total Check:</b>                          | <b>69.96</b>    |              |          |           |          |
| 34991S        | 594 JONES, GARY                              |                 |              |          |           |          |
|               | 315  | 25.92           |              |          |           |          |
| 1             | 06/08/16 MILEAGE REIMBURSEMENT               | 25.92           |              | 110      | 100-2700  | 582      |
|               | <b>Total Check:</b>                          | <b>25.92</b>    |              |          |           |          |
| 34992S        | 609 KENYON NOBLE                             |                 |              |          |           |          |
|               | 316  | 9.28            |              |          |           |          |
| 1             | 5505214 07/06/16 MAINTENANCE SUPPLIES        | 9.28            |              | 101      | 100-2600  | 610      |
|               | <b>Total Check:</b>                          | <b>9.28</b>     |              |          |           |          |
| 34993S        | 1295 MADISON MECHANIX, LLC                   |                 |              |          |           |          |
|               | 326  | 298.01          |              |          |           |          |
| 1             | 1075 07/04/16 REPAIR STOP ARM- SOUTH RT BUS  | 298.01          |              | 110      | 100-2700  | 440      |
|               | <b>Total Check:</b>                          | <b>298.01</b>   |              |          |           |          |
| 34994S        | 686 MASBO                                    |                 |              |          |           |          |
|               | 317  | 150.00          |              |          |           |          |
| 1             | 3768 06/28/16 FY17 MEMBERSHIP DUES- FISHER   | 150.00*         |              | 101      | 100-2500  | 810      |
|               | <b>Total Check:</b>                          | <b>150.00</b>   |              |          |           |          |
| 34995S        | 688 MASTERCARD                               |                 |              |          |           |          |
|               | 318  | 6.45            |              |          |           |          |
| 1             | 08/08/16 POSTAGE- TO MASBO FOR PCARDS        | 6.45*           |              | 101      | 100-2500  | 532      |
|               | <b>Total Check:</b>                          | <b>6.45</b>     |              |          |           |          |

08/11/16  
21:41:39

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 7/16

Page: 3 of 4  
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 |
| 34996S        | 1297 MONTANA OPTICOM                          |                 |              |      |     |           |          |
|               | 319   | 1,751.99        |              |      |     |           |          |
| 1             | 4203008358 07/01/16 INSTALLATION & SURCHARGES | 375.00*         |              | 101  |     | 100-2300  | 530      |
| 2             | 4203008358 07/01/16 INSTALLATION & SURCHARGES | 112.50*         |              | 110  |     | 100-2300  | 530      |
| 3             | 4203008358 07/01/16 INSTALLATION & SURCHARGES | 112.49*         |              | 117  |     | 100-2300  | 530      |
| 4             | 4203008358 07/01/16 INSTALLATION & SURCHARGES | 150.00*         |              | 128  |     | 100-2300  | 530      |
| 5             | 4203008358 07/01/16 MONTHLY INTERNET SERVICE  | 501.00*         |              | 101  |     | 100-2300  | 530      |
|               | ERATE DISCOUNT NOT YET APPLIED                |                 |              |      |     |           |          |
| 6             | 4203008358 07/01/16 MONTHLY INTERNET SERVICE  | 150.30*         |              | 110  |     | 100-2300  | 530      |
|               | ERATE DISCOUNT NOT YET APPLIED                |                 |              |      |     |           |          |
| 7             | 4203008358 07/01/16 MONTHLY INTERNET SERVICE  | 150.30*         |              | 117  |     | 100-2300  | 530      |
|               | ERATE DISCOUNT NOT YET APPLIED                |                 |              |      |     |           |          |
| 8             | 4203008358 07/01/16 MONTHLY INTERNET SERVICE  | 200.40*         |              | 128  |     | 100-2300  | 530      |
|               | ERATE DISCOUNT NOT YET APPLIED                |                 |              |      |     |           |          |
|               | <b>Total Check:</b>                           | <b>1,751.99</b> |              |      |     |           |          |
| 34997S        | 806 MTSBA - MONTANA SCHOOL BOARD              |                 |              |      |     |           |          |
|               | 324   | 200.00          |              |      |     |           |          |
| 1             | 51938 07/22/16 NEG/POLICY SYMPOSIUM- SHOCKLEY | 200.00          |              | 101  |     | 100-2300  | 582      |
|               | <b>Total Check:</b>                           | <b>200.00</b>   |              |      |     |           |          |
| 34998S        | 917 POWER SCHOOL GROUP LLC                    |                 |              |      |     |           |          |
|               | 320   | 3,150.55        |              |      |     |           |          |
| 1             | AINV104684 06/21/16 ANNUAL RENEWAL & HOSTING  | 3,150.55*       |              | 101  |     | 368-1000  | 680      |
|               | <b>Total Check:</b>                           | <b>3,150.55</b> |              |      |     |           |          |
| 34999S        | 957 REALLY GOOD STUFF                         |                 |              |      |     |           |          |
|               | 321   | 6.00            |              |      |     |           |          |
| 1             | 5563321 07/02/16 KINDERGARTEN SUPPLIES        | 6.00            |              | 101  |     | 100-1000  | 610      |
|               | PO #16-062                                    |                 |              |      |     |           |          |
|               | <b>Total Check:</b>                           | <b>6.00</b>     |              |      |     |           |          |
| 35000S        | 964 REPUBLIC SERVICES #886                    |                 |              |      |     |           |          |
|               | 309   | 522.23          |              |      |     |           |          |
| 1             | 3-0886-001 07/28/16 GARBAGE SERVICE           | 470.01          |              | 101  |     | 100-2600  | 431      |
| 2             | 3-0886-001 07/28/16 GARBAGE SERVICE           | 52.22           |              | 110  |     | 100-2600  | 431      |
|               | <b>Total Check:</b>                           | <b>522.23</b>   |              |      |     |           |          |
| 35001S        | 1010 SCHOOL ADMINISTRATORS OF MONTANA         |                 |              |      |     |           |          |
|               | 323   | 370.00          |              |      |     |           |          |
| 1             | 1990 06/28/16 MTASCD SUMMITT- ANDERSON        | 120.00          |              | 101  |     | 100-2400  | 582      |
| 2             | 1990 06/28/16 INSTRUCTIONAL LEADERSHIP SUMMI  | 250.00          |              | 101  |     | 100-2400  | 582      |
|               | <b>Total Check:</b>                           | <b>370.00</b>   |              |      |     |           |          |

08/11/16  
21:41:39

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 7/16

Page: 4 of 4  
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 |
| 35002S        | 1018 SCHOOL SPECIALTY INC.                   |                  |              |          |           |          |
|               | 322  | 13.24            |              |          |           |          |
| 1             | 2081164468 06/30/16 2ND GRADE- SUPPLIES      | 9.95             |              | 101      | 100-1000  | 610      |
|               | PO# 16-046                                   |                  |              |          |           |          |
| 2             | 2081164458 06/30/16 BUSINESS OFFICE SUPPLIES | 3.29             |              | 101      | 100-2500  | 610      |
|               | PO# 16-053                                   |                  |              |          |           |          |
|               | <b>Total Check:</b>                          | <b>13.24</b>     |              |          |           |          |
| 35003S        | 666 THOMAS, LORRIE                           |                  |              |          |           |          |
|               | 305  | 100.00           |              |          |           |          |
| 1             | 07/31/16 BACTERIOLOGICAL- JULY               | 100.00           |              | 101      | 100-2600  | 421      |
|               | PO# 16-053                                   |                  |              |          |           |          |
|               | <b>Total Check:</b>                          | <b>100.00</b>    |              |          |           |          |
|               | <b># of Claims</b>                           | <b>23</b>        |              |          |           |          |
|               | <b>Total:</b>                                | <b>12,174.54</b> |              |          |           |          |



08/11/16  
21:48:12

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 8/16

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 |
| 35004S        | 106 BEARING THE LIGHT, LLC                     |                     |              |      |     |           |     |      |
|               | 336  | 315.00              |              |      |     |           |     |      |
| 1             | 4304 07/05/16 WEBSITE HOSTING ANNUAL RENEWAL   | 315.00*             |              | 128  |     | 100-2300  | 681 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>315.00</b>       |              |      |     |           |     |      |
| 35005S        | 123 BIG SKY PUBLISHING                         |                     |              |      |     |           |     |      |
|               | 341  | 262.12              |              |      |     |           |     |      |
| 1             | 995126 08/25/16 EMPLOYMENT AD- CLASSROOM AID   | 262.12*             |              | 101  |     | 100-1000  | 540 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>262.12</b>       |              |      |     |           |     |      |
| 35006S        | 168 BOZEMAN TROPHY & ENGRAVING                 |                     |              |      |     |           |     |      |
|               | 347  | 36.00               |              |      |     |           |     |      |
| 1             | 12546 05/17/16 TROPHIES- ARCHERY AWARDS 4TH G  | 36.00               |              | 101  |     | 100-1000  | 610 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>36.00</b>        |              |      |     |           |     |      |
| 35007S        | 222 CDW GOVERNMENT, INC.                       |                     |              |      |     |           |     |      |
|               | 340  | 1,751.34            |              |      |     |           |     |      |
| 1             | DSZ7985 07/25/16 TECH SUPPLIES- HDMI CORDS/ADA | 106.78*             | 16-112       | 128  |     | 100-1000  | 682 |      |
| 2             | DVZ7237 08/03/16 PROJECTOR- 2ND GRADE          | 1,597.94*           | 16-113       | 128  |     | 100-1000  | 780 |      |
| 3             | DWB5617 08/03/16 CORDS/ADAPTER FOR PROJECTOR   | 46.62*              | 16-113       | 128  |     | 100-1000  | 682 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>1,751.34</b>     |              |      |     |           |     |      |
| 35008S        | 262 COMMERCIAL ENERGY OF MONTANA INC           |                     |              |      |     |           |     |      |
|               | 349  | 40.80               |              |      |     |           |     |      |
| 1             | NWE038072 08/04/16 NATURAL GAS                 | 40.80               |              | 101  |     | 100-2600  | 411 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>40.80</b>        |              |      |     |           |     |      |
| 35009S        | 300 CTA INC.                                   |                     |              |      |     |           |     |      |
|               | 339  | 12,477.33           |              |      |     |           |     |      |
| 1             | 123500 06/30/16 ASSESSMENT PROGRESS TO JUNE 30 | 2,188.62*           |              | 161  |     | 100-2600  | 330 | 666  |
| 2             | 124138 07/31/16 ASSESSMENT PROGRESS TO JULY 31 | 10,288.71*          |              | 161  |     | 100-2600  | 330 | 666  |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>12,477.33</b>    |              |      |     |           |     |      |
| 35010S        | 1298 E-RATE MANAGEMENT PROGRAM, LLC            |                     |              |      |     |           |     |      |
|               | 350  | 658.00              |              |      |     |           |     |      |
| 1             | 20165 08/07/16 ERATE FORM COMPLETION/CONSULTI  | 658.00              |              | 101  |     | 100-2300  | 330 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>658.00</b>       |              |      |     |           |     |      |
| 35011S        | 377 ENERGY LABORATORIES, INC.                  |                     |              |      |     |           |     |      |
|               | 330  | 23.00               |              |      |     |           |     |      |
| 1             | 18296 08/08/16 WATER TESTING                   | 23.00               |              | 101  |     | 100-2600  | 421 |      |
|               |  | <b>Total Check:</b> |              |      |     |           |     |      |
|               |  | <b>23.00</b>        |              |      |     |           |     |      |

08/11/16  
21:48:12

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 8/16

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 |
| 35012S        | 413 FISHER, CARRIE                            |                 |              |          |           |          |
|               | 352   | 164.16          |              |          |           |          |
| 1             | 08/12/16 MILEAGE- ERATE TRNG (BILLINGS)       | 164.16          |              | 101      | 100-2500  | 582      |
|               | <b>Total Check:</b>                           | <b>164.16</b>   |              |          |           |          |
| 35013S        | 445 GALLATIN-MADISON SPECIAL ED. COOP.        |                 |              |          |           |          |
|               | 337   | 205.41          |              |          |           |          |
| 1             | Q1-16 08/02/16 MAC BILLING                    | 205.41*         |              | 115      | 280-1000  | 330 110  |
|               | <b>Total Check:</b>                           | <b>205.41</b>   |              |          |           |          |
| 35014S        | 609 KENYON NOBLE                              |                 |              |          |           |          |
|               | 338   | 12.25           |              |          |           |          |
| 1             | 5552443 08/03/16 DRILL BITS                   | 6.98            |              | 101      | 100-2600  | 610      |
| 2             | 5554611 08/04/16 DRILL BITS                   | 5.27            |              | 101      | 100-2600  | 610      |
|               | <b>Total Check:</b>                           | <b>12.25</b>    |              |          |           |          |
| 35015S        | 634 KUTA SOFTWARE                             |                 |              |          |           |          |
|               | 348   | 389.00          |              |          |           |          |
| 1             | 12810 08/06/16 MATH SOFTWARE INFINITE ALGEBRA | 389.00*         |              | 101      | 100-1000  | 681      |
|               | <b>Total Check:</b>                           | <b>389.00</b>   |              |          |           |          |
| 35016S        | 688 MASTERCARD                                |                 |              |          |           |          |
|               | 344   | 387.28          |              |          |           |          |
| 1             | 0211773-IN 07/06/16 PRIMARY CONCEPTS          | 2.29            | 16-075       | 101      | 100-1000  | 640      |
|               | REMAINING BALANCE AFTER FINAL INVOICE         |                 |              |          |           |          |
| 2             | 07/28/16 HOLIDAY INN- HELENA (ANDERSON)       | 384.99          |              | 101      | 100-2400  | 582      |
|               | SAM CONFERENCE                                |                 |              |          |           |          |
|               | <b>Total Check:</b>                           | <b>387.28</b>   |              |          |           |          |
| 35017S        | 1297 MONTANA OPTICOM                          |                 |              |          |           |          |
|               | 335   | 782.27          |              |          |           |          |
| 1             | 420-300-83 08/01/16 MONTHLY INTERNET SERVICE  | 391.14*         |              | 101      | 100-2300  | 530      |
| 2             | 420-300-83 08/01/16 MONTHLY INTERNET SERVICE  | 117.34*         |              | 110      | 100-2300  | 530      |
| 3             | 420-300-83 08/01/16 MONTHLY INTERNET SERVICE  | 117.34*         |              | 117      | 100-2300  | 530      |
| 4             | 420-300-83 08/01/16 MONTHLY INTERNET SERVICE  | 156.45*         |              | 128      | 100-2300  | 530      |
|               | <b>Total Check:</b>                           | <b>782.27</b>   |              |          |           |          |
| 35018S        | 856 NORTHWESTERN ENERGY                       |                 |              |          |           |          |
|               | 332   | 1,349.49        |              |          |           |          |
| 1             | 08/04/16 Electric Service                     | 908.52          |              | 101      | 100-2600  | 412      |
| 2             | 08/04/16 Electric Service                     | 227.13          |              | 110      | 100-2600  | 412      |
| 3             | 08/04/16 Unmetered Service- Lights            | 60.26           |              | 101      | 100-2600  | 410      |
| 4             | 08/04/16 Unmetered Service- Lights            | 60.26           |              | 110      | 100-2600  | 410      |
| 5             | 08/04/16 Natural Gas Service                  | 93.32           |              | 101      | 100-2600  | 411      |
|               | <b>Total Check:</b>                           | <b>1,349.49</b> |              |          |           |          |

08/11/16  
21:48:12

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 8/16

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 |
| 35019S        | 911 PLANBOOKEDU                                |                     |              |          |           |          |
|               | 342  | 266.00              |              |          |           |          |
| 1             | 2016-5697 07/31/16 PLANBOOK EDU ANNUAL SUBSCRI | 266.00*             |              | 101      | 100-1000  | 681      |
|               |  | <b>Total Check:</b> |              |          |           |          |
|               |  | <b>266.00</b>       |              |          |           |          |
| 35020S        | 964 REPUBLIC SERVICES #886                     |                     |              |          |           |          |
|               | 331  | 524.82              |              |          |           |          |
| 1             | 0886-00113 07/28/16 GARBAGE SERVICE            | 472.34              |              | 101      | 100-2600  | 431      |
| 2             | 0886-00113 07/28/16 GARBAGE SERVICE            | 52.48               |              | 110      | 100-2600  | 431      |
|               |  | <b>Total Check:</b> |              |          |           |          |
|               |  | <b>524.82</b>       |              |          |           |          |
| 35021S        | 1096 STUKER, KEN DR.                           |                     |              |          |           |          |
|               | 345  | 175.00              |              |          |           |          |
| 1             | 08/01/16 CRT DATA ANALYSIS                     | 175.00*             |              | 101      | 100-2400  | 340      |
|               |  | <b>Total Check:</b> |              |          |           |          |
|               |  | <b>175.00</b>       |              |          |           |          |
| 35022S        | 666 THOMAS, LORRIE                             |                     |              |          |           |          |
|               | 328  | 100.00              |              |          |           |          |
| 1             | 07/28/16 BACTERIOLOGICAL- August               | 100.00              |              | 101      | 100-2600  | 421      |
|               |  | <b>Total Check:</b> |              |          |           |          |
|               |  | <b>100.00</b>       |              |          |           |          |
| 35023S        | 1263 YAGER, JACKI                              |                     |              |          |           |          |
|               | 351  | 106.49              |              |          |           |          |
| 1             | 08/10/16 REIMBURSEMENT: GOOGLE TRAINING        | 106.49              |              | 101      | 100-1000  | 582      |
|               |  | <b>Total Check:</b> |              |          |           |          |
|               |  | <b>106.49</b>       |              |          |           |          |
|               | <b># of Claims</b>                             | <b>20</b>           |              |          |           |          |
|               | <b>Total:</b>                                  | <b>20,025.76</b>    |              |          |           |          |

08/14/16  
21:12:52

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details

Page: 1 of 1  
Report ID: AP100W

For the Accounting Period: 8/16

*Accounts Payable*

\* Over spent expenditure

| Warrant Claim | Vendor #/Name                  | Amount        | Acct/Source/ |          |           |          |
|---------------|--------------------------------|---------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description | Line Amount   | PO #         | Fund Org | Prog-Func | Obj Proj |
| 35024S        | 78 ARROWLEAF LAWN & LANDSCAPE  |               |              |          |           |          |
|               | 353                            | 625.00        |              |          |           |          |
| 1             | 233 08/12/16 MOWING- JULY 15   | 125.00        |              | 101      | 100-2600  | 440      |
| 2             | 233 08/12/16 MOWING- JULY 22   | 125.00        |              | 101      | 100-2600  | 440      |
| 3             | 233 08/12/16 MOWING- JULY 28   | 125.00        |              | 101      | 100-2600  | 440      |
| 4             | 233 08/12/16 MOWING- AUGUST 5  | 125.00        |              | 101      | 100-2600  | 440      |
| 5             | 233 08/12/16 MOWING- AUGUST 12 | 125.00        |              | 101      | 100-2600  | 440      |
|               | <b>Total Check:</b>            | <b>625.00</b> |              |          |           |          |
|               | <b># of Claims</b>             | <b>1</b>      |              |          |           |          |
|               | <b>Total:</b>                  | <b>625.00</b> |              |          |           |          |



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

**TO:** Gallatin Gateway School Board  
**FROM:** Carrie Fisher, Business Manager/District Clerk  
**DATE:** July 21, 2016  
**RE:** Cash Reconciliation as June 30, 2016

Gallatin Gateway School District #35  
 County Treasurer Cash vs Book Cash  
 AS OF JUNE 30, 2016

| <u>Fund Name:</u> | <u>Fund #:</u> | County<br>Treasurer<br><u>Cash:</u> | Book<br><u>Cash</u> | <u>Difference:</u> |
|-------------------|----------------|-------------------------------------|---------------------|--------------------|
| General           | 101            | \$110,692.01                        | \$110,692.01        | \$0.00             |
| Transportation    | 110            | \$33,785.48                         | \$33,785.48         | \$0.00             |
| Bus Depreciation  | 111            | \$97,855.86                         | \$97,855.86         | \$0.00             |
| Food              | 112            | \$6,742.67                          | \$6,742.67          | \$0.00             |
| Tuition           | 113            | \$855.92                            | \$855.92            | \$0.00             |
| Retirement        | 114            | \$24,726.96                         | \$24,726.96         | \$0.00             |
| Miscellaneous     | 115            | \$43,659.58                         | \$43,659.58         | \$0.00             |
| Adult Education   | 117            | \$19,065.09                         | \$19,065.09         | \$0.00             |
| Technology        | 128            | \$2,245.35                          | \$2,245.35          | \$0.00             |
| Flexibility       | 129            | \$57.13                             | \$57.13             | \$0.00             |
| Debt Service      | 150            | \$9,687.37                          | \$9,687.37          | \$0.00             |
| Building          | 160            | \$2,032.57                          | \$2,032.57          | \$0.00             |
| Building Reserve  | 161            | \$53,208.27                         | \$53,208.27         | \$0.00             |
| Endowment         | 181            | \$1,433.65                          | \$1,433.65          | \$0.00             |
| Payroll Clearing  | 186            | \$942.05                            | \$942.05 *          | \$0.00             |
| Claims Clearing   | 187            | \$160,915.95                        | \$160,915.95 *      | \$0.00             |
| Total             |                | \$567,905.91                        | \$567,905.91        | \$0.00             |

\* Equals Outstanding Warrants.

# FUND 115- SUMMARY BY PROJECT CODE

| Description                          | Project Code | Balance July 1, 2015 | Revenues    | Expenditures | Balance Before Transfers | Transfers In/(Out) | Current Cash Balance | Non-Cash Balance | Total Account Balance |
|--------------------------------------|--------------|----------------------|-------------|--------------|--------------------------|--------------------|----------------------|------------------|-----------------------|
| Adult Education                      | 650          | \$1,278.43           | \$1,245.00  | \$2,125.00   | \$398.43                 | \$0.00             | \$398.43             | \$0.00           | \$398.43              |
| Art                                  | 137          | \$21,793.44          | \$4,695.00  | \$18,670.62  | \$7,817.82               | \$0.00             | \$7,817.82           | \$0.00           | \$7,817.82            |
| Co-op Excess Funds                   | 456          | \$0.00               | \$0.00      | \$0.00       | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| Exxon Mobil Grant                    | 115          | \$0.00               | \$500.00    | \$500.00     | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| Facility Rental                      | 149          | \$11,202.29          | \$0.00      | \$12,273.71  | -\$1,071.42              | \$0.00             | (\$1,071.42)         | \$0.00           | (\$1,071.42)          |
| Field Trips                          | 710          | \$1,487.50           | \$1,830.03  | \$2,079.92   | \$1,237.61               | \$0.00             | \$1,237.61           | \$0.00           | \$1,237.61            |
| Green House                          | 148          | \$379.58             | \$0.00      | \$0.00       | \$379.58                 | \$0.00             | \$379.58             | \$0.00           | \$379.58              |
| Gym Renvovation                      | 144          | \$250.00             | \$0.00      | \$0.00       | \$250.00                 | \$0.00             | \$250.00             | \$0.00           | \$250.00              |
| Library                              | 160          | \$8,572.72           | \$2,394.00  | \$7,678.74   | \$3,287.98               | \$0.00             | \$3,287.98           | \$0.00           | \$3,287.98            |
| Mentor Program                       | 165          | \$0.00               | \$0.00      | \$0.00       | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| Miscellaneous                        | 145          | \$20,351.39          | \$7,360.25  | \$16,388.26  | \$11,323.38              | \$0.00             | \$11,323.38          | \$0.00           | \$11,323.38           |
| Music                                | 193          | \$2,489.06           | \$0.00      | \$1,039.01   | \$1,450.05               | \$0.00             | \$1,450.05           | \$0.00           | \$1,450.05            |
| Music-Band                           | 194          | \$5,668.06           | \$0.00      | \$0.00       | \$5,668.06               | \$0.00             | \$5,668.06           | \$0.00           | \$5,668.06            |
| Primary Care Clinic-Nurse            | 166          | \$0.00               | \$1,500.00  | \$2,812.27   | -\$1,312.27              | \$0.00             | (\$1,312.27)         | \$0.00           | (\$1,312.27)          |
| PIE                                  | 151          | \$1,560.23           | \$1,157.75  | \$1,141.68   | \$1,576.30               | \$0.00             | \$1,576.30           | \$0.00           | \$1,576.30            |
| Salesville Merchantile- School Store | 116          | \$552.31             | \$85.00     | \$0.00       | \$637.31                 | \$0.00             | \$637.31             | \$0.00           | \$637.31              |
| Snack Cart                           | 112          | \$2,269.18           | \$1,152.76  | \$771.23     | \$2,650.71               | \$0.00             | \$2,650.71           | \$0.00           | \$2,650.71            |
| Technology Donations                 | 170          | \$3,410.31           | \$0.00      | \$3,203.84   | \$206.47                 | \$0.00             | \$206.47             | \$0.00           | \$206.47              |
| Textbook Donations                   | 130          | \$13,259.54          | \$33.00     | \$12,753.99  | \$538.55                 | \$0.00             | \$538.55             | \$0.00           | \$538.55              |
| Title I, PART A                      | 420          | \$0.00               | \$21,046.50 | \$22,197.45  | -\$1,150.95              | \$0.00             | (\$1,150.95)         | \$0.00           | (\$1,150.95)          |
| Title VI, REAP                       | 412          | \$0.00               | \$15,068.00 | \$15,068.00  | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| OPI-Kitchen                          | 212          | \$1,284.58           | \$0.00      | \$1,284.58   | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| Archery                              | 147          | \$1,458.40           | \$0.00      | \$0.00       | \$1,458.40               | \$0.00             | \$1,458.40           | \$0.00           | \$1,458.40            |
| State Grant                          | 329          | \$493.61             | \$0.00      | \$0.00       | \$493.61                 | \$0.00             | \$493.61             | \$0.00           | \$493.61              |
| Asthma Grant                         | 155          | \$0.00               | \$500.00    | \$132.77     | \$367.23                 | \$0.00             | \$367.23             | \$0.00           | \$367.23              |
| Madeline Grant                       | 152          | \$0.00               | \$2,500.00  | \$500.00     | \$2,000.00               | \$0.00             | \$2,000.00           | \$0.00           | \$2,000.00            |
| Holl- One Class @ Time               | 153          | \$0.00               | \$250.00    | \$250.00     | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| FSA Excess Funds                     | 162          | \$0.00               | \$5,553.73  | \$125.00     | \$5,428.73               | \$0.00             | \$5,428.73           | \$0.00           | \$5,428.73            |
| PD Scholarship                       | 100          | \$0.00               | \$1,000.00  | \$1,000.00   | \$0.00                   | \$0.00             | \$0.00               | \$0.00           | \$0.00                |
| Mathews- One Class @ Time            | 156          | \$0.00               | \$500.00    | \$476.00     | \$24.00                  | \$0.00             | \$24.00              | \$0.00           | \$24.00               |
|                                      |              | \$97,760.63          | \$68,371.02 | \$122,472.07 | \$43,659.58              | \$0.00             | \$43,659.58          | \$0.00           | \$43,659.58           |

Balance as of:  
June 30, 2016

CARRIE FISHER  
DISTRICT CLERK

# FUND 115- SUMMARY BY PROJECT CODE

## EOY TRANSFERS

| Description                          | Project Code | Balance July 1, 2015 | Revenues           | Expenditures        | Balance Before Transfers | Transfers In/Out | Current Cash Balance | Non-Cash Balance | Total Account Balance |
|--------------------------------------|--------------|----------------------|--------------------|---------------------|--------------------------|------------------|----------------------|------------------|-----------------------|
| Adult Education                      | 650          | \$1,278.43           | \$1,245.00         | \$2,125.00          | \$398.43                 | \$0.00           | \$398.43             | \$0.00           | \$398.43              |
| Art                                  | 137          | \$21,793.44          | \$4,695.00         | \$18,670.62         | \$7,817.82               | \$0.00           | \$7,817.82           | \$0.00           | \$7,817.82            |
| Co-op Excess Funds                   | 456          | \$0.00               | \$0.00             | \$0.00              | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| Exxon Mobil Grant                    | 115          | \$0.00               | \$500.00           | \$500.00            | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| Facility Rental                      | 149          | \$11,202.29          | \$0.00             | \$12,273.71         | -\$1,071.42              | \$1,071.42       | \$0.00               | \$0.00           | \$0.00                |
| Field Trips                          | 710          | \$1,487.50           | \$1,830.03         | \$2,079.92          | \$1,237.61               | \$1,576.30       | \$2,813.91           | \$0.00           | \$2,813.91            |
| Green House                          | 148          | \$379.58             | \$0.00             | \$0.00              | \$379.58                 | \$0.00           | \$379.58             | \$0.00           | \$379.58              |
| Gym Renovation                       | 144          | \$250.00             | \$0.00             | \$0.00              | \$250.00                 | \$0.00           | \$250.00             | \$0.00           | \$250.00              |
| Library                              | 160          | \$8,572.72           | \$2,394.00         | \$7,678.74          | \$3,287.98               | \$0.00           | \$3,287.98           | \$0.00           | \$3,287.98            |
| Mentor Program                       | 165          | \$0.00               | \$0.00             | \$0.00              | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| Miscellaneous                        | 145          | \$20,351.39          | \$7,360.25         | \$16,388.26         | \$11,323.38              | (\$2,383.69)     | \$8,939.69           | \$0.00           | \$8,939.69            |
| Music                                | 193          | \$2,489.06           | \$0.00             | \$1,039.01          | \$1,450.05               | \$0.00           | \$1,450.05           | \$0.00           | \$1,450.05            |
| Music-Band                           | 194          | \$5,668.06           | \$0.00             | \$0.00              | \$5,668.06               | \$0.00           | \$5,668.06           | \$0.00           | \$5,668.06            |
| Primary Care Clinic-Nurse            | 166          | \$0.00               | \$1,500.00         | \$2,812.27          | -\$1,312.27              | \$1,312.27       | \$0.00               | \$0.00           | \$0.00                |
| PIE                                  | 151          | \$1,560.23           | \$1,157.75         | \$1,141.68          | \$1,576.30               | (\$1,576.30)     | \$0.00               | \$0.00           | \$0.00                |
| Salesville Merchantile- School Store | 116          | \$552.31             | \$85.00            | \$0.00              | \$637.31                 | \$0.00           | \$637.31             | \$0.00           | \$637.31              |
| Snack Cart                           | 112          | \$2,269.18           | \$1,152.76         | \$771.23            | \$2,650.71               | \$0.00           | \$2,650.71           | \$0.00           | \$2,650.71            |
| Technology Donations                 | 170          | \$3,410.31           | \$0.00             | \$3,203.84          | \$206.47                 | \$0.00           | \$206.47             | \$0.00           | \$206.47              |
| Textbook Donations                   | 130          | \$13,259.54          | \$33.00            | \$12,753.99         | \$538.55                 | \$0.00           | \$538.55             | \$0.00           | \$538.55              |
| Title I, PART A                      | 420          | \$0.00               | \$21,046.50        | \$22,197.45         | -\$1,150.95              | \$0.00           | (\$1,150.95)         | \$0.00           | (\$1,150.95)          |
| Title VI, REAP                       | 412          | \$0.00               | \$15,068.00        | \$15,068.00         | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| OPI-Kitchen                          | 212          | \$1,284.58           | \$0.00             | \$1,284.58          | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| Archery                              | 147          | \$1,458.40           | \$0.00             | \$0.00              | \$1,458.40               | \$0.00           | \$1,458.40           | \$0.00           | \$1,458.40            |
| State Grant                          | 329          | \$493.61             | \$0.00             | \$0.00              | \$493.61                 | \$0.00           | \$493.61             | \$0.00           | \$493.61              |
| Asthma Grant                         | 155          | \$0.00               | \$500.00           | \$132.77            | \$367.23                 | \$0.00           | \$367.23             | \$0.00           | \$367.23              |
| Madeline Grant                       | 152          | \$0.00               | \$2,500.00         | \$500.00            | \$2,000.00               | \$0.00           | \$2,000.00           | \$0.00           | \$2,000.00            |
| Holt- One Class @ Time               | 153          | \$0.00               | \$250.00           | \$250.00            | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| FSA Excess Funds                     | 162          | \$0.00               | \$5,553.73         | \$125.00            | \$5,428.73               | \$0.00           | \$5,428.73           | \$0.00           | \$5,428.73            |
| PD Scholarship                       | 100          | \$0.00               | \$1,000.00         | \$1,000.00          | \$0.00                   | \$0.00           | \$0.00               | \$0.00           | \$0.00                |
| Matthews- One Class @ Time           | 156          | \$0.00               | \$500.00           | \$476.00            | \$24.00                  | \$0.00           | \$24.00              | \$0.00           | \$24.00               |
|                                      |              | <b>\$97,760.63</b>   | <b>\$68,371.02</b> | <b>\$122,472.07</b> | <b>\$43,659.58</b>       | <b>\$0.00</b>    | <b>\$43,659.58</b>   | <b>\$0.00</b>    | <b>\$43,659.58</b>    |

(After EOY Transfers)

Balance as of:

June 30, 2016



CARRIE FISHER  
DISTRICT CLERK

**NOTES:**

Transfer from PC 145 to 149 to cover over expenditures to Facility Rental

Transfer from PC 145 to 166 to cover over expenditures to Primary Clinic- Donation was less than normal for FY16

Transfer from PC 151 to 710 for field trip expenditures (primarily Bus Use) for FY16--- future fuel and maintenance invoices will be paid from this PC. \$0 balance for PC 151.

# 2015-2016 Extra-Curricular Recap & Reconciliation

|                 | Balance<br>July 1, 2015 | Revenues           | Expenditures       | Balance<br>Before Transfers | Transfers<br>In(Out) | Current Cash<br>Balance | Non-Cash<br>Balance | Total Account<br>Balance |
|-----------------|-------------------------|--------------------|--------------------|-----------------------------|----------------------|-------------------------|---------------------|--------------------------|
| Class of 2015   | \$2,795.52              | \$0.00             | \$0.00             | \$2,795.52                  | (\$2,795.52)         | \$0.00                  | \$0.00              | \$0.00                   |
| Class of 2016   | \$7,290.23              | \$22,477.44        | \$30,498.47        | -\$730.80                   | \$2,500.00           | \$1,769.20              | \$0.00              | \$1,769.20               |
| Class of 2017   | \$2,805.01              | \$559.61           | \$0.00             | \$3,364.62                  | \$147.76             | \$3,512.38              | \$0.00              | \$3,512.38               |
| Class of 2018   | \$3,988.63              | \$1,839.60         | \$3,407.80         | \$2,420.43                  | \$147.76             | \$2,568.19              | \$0.00              | \$2,568.19               |
| Class of 2019   | \$2,354.29              | \$450.00           | \$658.70           | \$2,145.59                  | \$0.00               | \$2,145.59              | \$0.00              | \$2,145.59               |
| Class of 2020   | \$2,234.29              | \$0.00             | \$0.00             | \$2,234.29                  | \$0.00               | \$2,234.29              | \$0.00              | \$2,234.29               |
| Class of 2021   | \$32.71                 | \$0.00             | \$0.00             | \$32.71                     | \$0.00               | \$32.71                 | \$0.00              | \$32.71                  |
| Class of 2022   | \$0.00                  | \$0.00             | \$0.00             | \$0.00                      | \$0.00               | \$0.00                  | \$0.00              | \$0.00                   |
| Miscellaneous   | \$61.75                 | \$221.00           | \$221.00           | \$61.75                     | \$0.00               | \$61.75                 | \$0.00              | \$61.75                  |
| Student Council | \$375.14                | \$0.00             | \$0.00             | \$375.14                    | \$0.00               | \$375.14                | \$0.00              | \$375.14                 |
|                 | <u>\$21,937.57</u>      | <u>\$25,547.65</u> | <u>\$34,785.97</u> | <u>\$12,699.25</u>          | <u>\$0.00</u>        | <u>\$12,699.25</u>      | <u>\$0.00</u>       | <u>\$12,699.25</u>       |

Balance as of:

June 30, 2016



DISTRICT CLERK

CARRIE FISHER



# 2016-2017 Extra-Curricular Recap & Reconciliation

|                 | Balance<br>July 1, 2016 | Revenues        | Expenditures  | Balance<br>Before Transfers | Transfers<br>In(Out) | Current Cash<br>Balance | Non-Cash<br>Balance | Total Account<br>Balance |
|-----------------|-------------------------|-----------------|---------------|-----------------------------|----------------------|-------------------------|---------------------|--------------------------|
| Class of 2015   | \$0.00                  | \$0.00          | \$0.00        | \$0.00                      | \$0.00               | \$0.00                  | \$0.00              | \$0.00                   |
| Class of 2016   | \$1,769.20              | \$730.80        | \$0.00        | \$2,500.00                  | \$0.00               | \$2,500.00              | \$0.00              | \$2,500.00               |
| Class of 2017   | \$3,512.38              | \$0.00          | \$0.00        | \$3,512.38                  | \$0.00               | \$3,512.38              | \$0.00              | \$3,512.38               |
| Class of 2018   | \$2,568.19              | \$0.00          | \$0.00        | \$2,568.19                  | \$0.00               | \$2,568.19              | \$0.00              | \$2,568.19               |
| Class of 2019   | \$2,145.59              | \$0.00          | \$0.00        | \$2,145.59                  | \$0.00               | \$2,145.59              | \$0.00              | \$2,145.59               |
| Class of 2020   | \$2,234.29              | \$0.00          | \$0.00        | \$2,234.29                  | \$0.00               | \$2,234.29              | \$0.00              | \$2,234.29               |
| Class of 2021   | \$32.71                 | \$0.00          | \$0.00        | \$32.71                     | \$0.00               | \$32.71                 | \$0.00              | \$32.71                  |
| Class of 2022   | \$0.00                  | \$0.00          | \$0.00        | \$0.00                      | \$0.00               | \$0.00                  | \$0.00              | \$0.00                   |
| Miscellaneous   | \$61.75                 | \$0.00          | \$0.00        | \$61.75                     | \$0.00               | \$61.75                 | \$0.00              | \$61.75                  |
| Student Council | \$375.14                | \$0.00          | \$0.00        | \$375.14                    | \$0.00               | \$375.14                | \$0.00              | \$375.14                 |
|                 | <u>\$12,699.25</u>      | <u>\$730.80</u> | <u>\$0.00</u> | <u>\$13,430.05</u>          | <u>\$0.00</u>        | <u>\$13,430.05</u>      | <u>\$0.00</u>       | <u>\$13,430.05</u>       |

Balance as of:

July 29, 2016



DISTRICT CLERK

CARRIE FISHER

## **Extra- Curricular Fund Reappropriations:**

---

### **History:**

1. In August 2014, the following transfer was approved by the Board from the class of 2014: to Transfer \$13,405.73, distributed equally among grades 3, 4, 5, 6, 7, and 8. Approximately \$2,234.28 per class to be set-aside in each class account for future Washington DC or 8<sup>th</sup> grade class trip.
2. In August 2015, the following transfer was approved by the Board from Class of 2015 (\$2795.52): Class of 2016(8th Grade)\$2500; Class of 2017(7th Grade)\$147.66; and Class of 2018 (6th Grade) \$147.66
3. Based on previous years, the intent had been established to transfer approximately \$2000 to \$2500 per year from the previous year to the next year for future Washington DC or 8<sup>th</sup> grade class trips.(somewhat of an emergency fund)

### **Recommendations:**

1. Transfer remaining funds from Class of 2016 (\$2500) to the following account:

Class of 2017 (8th Grade)                      \$2500

2. Close accounts for Class of 2016.

### **Recommended Motion:**

to transfer \$2500 from the class of 2016 to the class of 2017 to be set-aside for future Washington DC or 8<sup>th</sup> grade class trip and close the Class of 2016 account.

## **Agenda Item:** Rescind Contract- Resignation Laurel King, Certified Teacher

---

### ***Background:***

- Miss King submitted a letter of resignation via email on Wednesday, August 3, 2016.
- Letter of resignation enclosed.
  - As of Wednesday, August 10, 2016 the key and signed letter has not yet been received by the District as per stated in the letter
- In the past the Board has approved resignations of certified employees who have already signed their contracts for the ensuing year. (signed contract enclosed)
- According the certified contract: "*Resignations submitted to take effect at a time other than the end of the school term shall be out of order except by mutual agreement. When a contract has been terminated by mutual agreement, the School District shall be obligated to pay that portion of the salary provided in this contract that has been earned up to and including the last day of school.*"

### **Recommended Motion:**

to mutually agree to rescind Laurel King's 1.0 FTE contract for the 2016-2017 school term.

August 3, 2016

Travis Anderson  
Gallatin Gateway School  
100 Mill Street  
Gallatin Gateway, MT 59730

Dear Mr. Anderson,

Please accept this letter as notice of my resignation from teaching at Gallatin Gateway School.

The direction of leadership and administration for Gateway is diverging from my professional and career goals. Although the students and teachers will make Gateway a place that I will surely miss, it is for my best interest and health that I pursue other opportunities at this time.

I will send my key and a signed copy of this letter in the mail. Please forward my remaining leave payout to my current address on file.

If you need to contact me further, please email me at [LaurelBKing@gmail.com](mailto:LaurelBKing@gmail.com).

Sincerely,

Laurel King

GALLATIN GATEWAY SCHOOL DISTRICT #35

TEACHER'S CONTRACT  
2016-2017

This agreement, made and entered into this 16<sup>th</sup> day of May, 2016 reflects a one (1) year only contract between School District #35 of Gallatin County, State of Montana, hereinafter referred to as the School District, and Laurel King hereinafter referred to as the teacher,

WITNESSETH:

(1) That said School District hereby agrees to employ the said teacher to teach, or to render related professional services, as and where assigned by the Board of Trustees of the Gallatin Gateway Public School for the school year 2016-2017, for a period of 180 pupil instruction days as determined by the approved calendar, plus 7 pupil instruction related days at 1.00 FTE (full time equivalent) position.

(2) That the School District shall pay to the above named teacher the sum of forty-four thousand, six hundred fifteen dollars and 00 cents (\$44,615) per year payable in (initial your choice) 12 UK 10 \_\_\_\_\_ installments, to be paid on such days of each month as are designated by the School District. The teacher's salary is based on the education achievement of MA (semester) and seven (7) years of experience. Teacher's salary will be paid at the rate stated above per annum, fewer deductions required under Federal and State Laws, and such other deductions as shall be mutually agreed to.

(3) It is further understood that the teacher hold a valid certificate, or will have met the requirements for such by the opening of school.

(4) Should the teacher be found incompetent in the discharge of his/her duties, the Board of Trustees may dismiss a teacher before the expiration of his employment contract for immorality, unfitness, incompetence, or violation of the adopted policies of such trustees, and in such case the part of the annual salary to be paid the teacher will be prorated for the actual time of his/her service.

(5) The teacher will be required to comply with the provisions of the State Laws concerning the duties of teachers, with all the rules and regulations of the Board of Trustees and to faithfully observe and execute the directions of the Superintendent.

(6) Resignations submitted to take effect at a time other than the end of the school term shall be out of order except by mutual agreement. When a contract has been terminated by mutual agreement, the School District shall be obligated to pay that portion of the salary provided in this contract that has been earned up to and including the last day of school.

(7) That this instrument shall operate as notice of election of the teacher for the school year designated herein, and that, unless the teacher shall accept, sign, and return said instrument to the office of the Superintendent of the District within twenty (20) days from the date hereof, the said instrument shall be without legal effect.

(8) That the rights and obligations of the parties to this contract shall be governed by the Laws of the State of Montana, and the personnel policies which have been approved and adopted by the Board of Trustees of the School District.

(9) This offer shall expire unless signed and returned to the Board or its authorized representative by 4:00 pm on June 6, 2016. I have read this Contract and the attached Cert-001 and Cert-002, understand its term, and agree to be bound thereby.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be duly signed in duplicate originals, each of which shall be entitled to full faith and credit.

Laurel King  
Teacher

XXX-XX 9285  
Social Security Number

5/19/2016  
Date signed

Donna J. Storkley  
Chairman, Board of Trustees

Christine  
Clerk, Board of Trustees

BOARD OF TRUSTEES  
DISTRICT #35  
GALLATIN COUNTY, MONTANA

Due Date: On or prior to June 6, 2016 to Superintendent.

LBK

## Teacher Position Recommendation

---

**Recommendation:**

My recommendation is to make Sara Bree Bedwell a 1.0 FTE certified staff member for the purpose of filling the vacancy in the 5<sup>th</sup> Grade.

**Rationale:**

Sara Bree Bedwell was hired to fill the Kindergarten Teacher at GGS. She is currently a 0.84 FTE certified staff member due to this placement. She has successfully worked as a long-term sub in the 4/5 combo room at LaMotte; therefore, she has the skills and experience to be successful in this position. In order for her to be able to fill the fifth grade position, or any other certified teaching position in the district, she would have to be increased to a 1.0 FTE.

**Motion:** rescind the .84 FTE contract for Sara Bree Bedwell and approve a 1.0 FTE certified contract for the 2016-2017 school year.

## Counselor Hire Recommendation

---

### 1) Counselor Hire Recommendation

To hire a 0.5 FTE counselor for the 2016-2017 academic year who will be placed at the appropriate place in the negotiated salary matrix based on education and years of experience (not to exceed five (5) years experience).

### Recommendation:

Ruth Sann

### Rationale:

Ms. Sann interviewed this summer before a hiring committee comprised of: Travis Anderson, Erica Clark, Jacki Yager, and Carrie Fisher. She has experience as a counselor at the elementary and secondary levels in Montana and Wyoming. Due to her experience, education, and student-pedagogy, I believe that she will be an excellent fit with the Gallatin Gateway Family.

**Motion:** to hire Ruth Sann as a 0.5 FTE certified teacher for the 2016-2017 academic year to be placed at the appropriate spot in the negotiated salary matrix based on educational attainment and years of experience (not to exceed five years). The successful hire further pending adequate fingerprint/background check and TB test.

## Kindergarten Teacher Hire Recommendation

---

### 1) Kindergarten Teacher Hire Recommendation

To hire a kindergarten teacher for the 2016-2017 academic year who will be placed at the appropriate place in the negotiated salary matrix based on education and years of experience (not to exceed five (5) years experience).

#### Recommendation:

Veronica Rubio

#### Rationale:

Ms. Rubio interviewed last spring before the teacher hiring committee comprised of: Travis Anderson, Erica Clark, Jacki Yager, Neal Krogstad, Mike Coon, and Liz Matthews. That committee was so impressed by Ms. Rubio that they thought she would make a great addition to the GGS family. In July, she was interviewed by: Travis Anderson, Mike Coon, and Carrie Fisher for a paraprofessional position, which she had been offered and accepted. Due to recent certified openings, we have an opening in kindergarten. She is a recent graduate from Carroll College and holds a K-8 endorsement, as well as, a reading endorsement. Due to her experience, education, and student-pedagogy, I believe that she will be an excellent fit with the Gallatin Gateway Family.

Motion: to hire Veronica Rubio as a 0.84 FTE certified teacher for the 2016-2017 academic year to be placed at the appropriate spot in the negotiated salary matrix based on educational attainment and years of experience (not to exceed five years). The successful hire further pending adequate fingerprint/background check and TB test.



## Hire Recommendation

---

1) **Kitchen Assistant**

\$10.35/hour not to exceed 30 hours/week for 180 full days from August 29, 2016 - June 9, 2017.

**Recommendation:**

Brooke Savage

**Rationale:**

Brooke Savage has experience working in the kitchen at Bozeman Deaconess Hospital. In that role, she is familiar with preparing food with dietary consideration and following a specific plan. She has a great attitude and possesses a student-centered focus. She has the experience and attitude to be a successful member of the GGS family. These criteria more than adequately address the needs we have for a bus at GGS.

**Motion:** to hire Brooke Savage at \$10.35/hour not to exceed 30 hours/week for 180 school days from August 29, 2016 - June 9, 2017 as a kitchen assistant pending adequate fingerprint/background check, and TB test.

## Agenda Item: Non-resident Student Attendance Agreements

### Background:

Attendance agreements for 2016-2017 were sent home with students on Thursday, May 5, 2016. 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 principal's review of applications, using Policy 3025, the principal's recommendation will be made at the **May 16, 2016** and **June 20, 2016** Board meetings for currently enrolled students and at the August meeting for any new out-of-district enrollees (including Kindergarten).

Families were also:

- Invited to attend the May 16 or June 20 meetings
- Informed that attendance agreements received at the school by Friday, May 13, 2016 at 12:00pm would be reviewed at the Board meeting on Monday, May 16, 2016 at 6:00pm in the Board room; and attendance agreements received after May 13, 2016, but before June 3, 2015 will be reviewed at the Board meeting on Monday, June 20, 2016 at 6:00pm in the GGS Multipurpose room.

On Monday, May 16, 2016, the Board approved fifteen attendance agreements.

On Monday, June 27, 2016 the District approved four attendance agreements.

As of Monday, August 15, 2016 the District received nine additional attendance Agreements

### Recommendation:

Approve attendance agreements for current students who reside out-of-district and request continued enrollment for 2016-2017:

| Grade Level | Home School District | Status  | Tuition |
|-------------|----------------------|---------|---------|
| K           | Bozeman              | New     | \$0     |
| K           | Bozeman              | New     | \$0     |
| K           | Bozeman              | New     | \$0     |
| K           | Cottonwood           | New     | \$0     |
| 1           | Belgrade             | Current | \$0     |
| 5           | Bozeman              | New     | \$0     |
| 5           | Bozeman              | New     | \$0     |
| 5           | Bozeman              | New     | \$0     |
| 8           | Bozeman              | New     | \$0     |

### Recommended Motion:

to approve the following Discretionary Non-resident Student Attendance Agreements for the 2016-2017 school year:

| Grade Level | Home School District | Status  |
|-------------|----------------------|---------|
| K           | Bozeman              | New     |
| K           | Bozeman              | New     |
| K           | Bozeman              | New     |
| K           | Cottonwood           | New     |
| 1           | Belgrade             | Current |
| 5           | Bozeman              | New     |
| 5           | Bozeman              | New     |
| 5           | Bozeman              | New     |
| 8           | Bozeman              | New     |

**August/September - as of August 11, 2016**  
**Certified/Classified Substitute Recommendations:**

---

**Bus Driver**

Maxine Daniel

Gary Jones

**Kitchen/Food Service**

Stacy Webb (Roscoe)

**Teachers/Aides/Other**

Shelly Berezay

April Bettilyon

Cynthia Corliss

Kate Cottingham

Sonja Davis

Priscilla Dolan

Jonathan Gans

Jennifer Gilbert

Wendy Hourigan

Helen Ketcher

Spencer Kirkemo

Patrick Lupton

Heather Maxcy

Libby Michaud

Brad Parsch

Teresa Ann Quatraro

Ashley Senenfelder

Megan Stark

Barry Sulam

Leeann Swain

*\*All substitute hires are pending an adequate finger print background check and TB test results.*

## Board Appointments

---

### Recommendations:

**Title X-** Homeless Liaison- Ruth Sann (Counselor)

**Title IX-** Equal Opportunity- Ruth Sann (Counselor)

**Title VI-** Civil Rights- Ruth Sann (Counselor)

**Gallatin-Madison Cooperative Representative-** Travis Anderson (Superintendent)

**Gallatin County Transportation Committee-** Travis Anderson (Superintendent)

### Recommended Motion:

To appoint Ruth Sann as the Title X- Homeless Liaison, Title IX- Equal Opportunity Coordinator, and Title VI- Civil Rights Coordinator; and Travis Anderson as the Gallatin-Madison Cooperative Representative and Gallatin County Transportation Committee Representative for Gallatin Gateway School.

## August 2016 Superintendent's Report

### Projected Enrollment Summary as of 8/10/2016:

| <b>Grade</b>        | <b>Total</b>      | <b>Boys</b>      | <b>Girls</b>     | <b>Out of District</b> |
|---------------------|-------------------|------------------|------------------|------------------------|
| <b>K</b>            | 15                | 9                | 6                | 4                      |
| <b>1</b>            | 13                | 6                | 7                | 5                      |
| <b>2</b>            | 18                | 10               | 8                | 3                      |
| <b>3</b>            | 17                | 10               | 7                | 4                      |
| <b>4</b>            | 22                | 9                | 13               | 1                      |
| <b>5</b>            | 23                | 13               | 10               | 1                      |
| <b>6</b>            | 4                 | 2                | 2                | 0                      |
| <b>7</b>            | 13                | 7                | 6                | 0                      |
| <b>8</b>            | 15                | 9                | 6                | 0                      |
| <b><u>Total</u></b> | <b><u>140</u></b> | <b><u>75</u></b> | <b><u>65</u></b> | <b><u>17</u></b>       |

I will have an update on the August 25 and 26 PIR schedule by the end of the week. Cheryl Curry and I are meeting with Paula Shultz on August 17 to finalize the plan. I will provide the staff and school board with a detailed schedule following that meeting.

## **Agenda Item: Adopt Handbooks for 2016-2017- Personnel Handbook, Bus Rider Manual, Athletic Handbook, and Volunteer Handbook**

---

### **Background:**

- **Personnel Handbook-** minor changes are recommended for this handbook- proposed changes for 2016-2017 are enclosed. *The plan is for the administration and staff to thoroughly review this handbook (similar to student/parent handbook) throughout the 16-17 school year and submit the proposed changes in the fall of 2017 for approval.*
- **Bus Rider Manual-** minor changes proposed for the 2016-17 school year- changes enclosed
- **Athletic Handbook-** Minor changes to the handbook along with some additional wording proposed by Boosters. All proposed changes are enclosed.
- **Volunteer Handbook-** Reviewed by the administrative staff. Some minor changes are proposed. Those changes are enclosed.

In the future it is the plan of the administration to review and revise handbooks in the spring of each year and allow for input from all stakeholders prior to presenting to the School Board.

### **Recommendation:**

Adopt handbooks for the 2016-2017 school year

### **Recommended motion:**

- Adopt Personnel Handbook, Bus Rider Manual, Athletic Handbook, and Volunteer Handbook with any proposed revisions for the 2016-2017 school year.

## Agenda Item: Adopt 2016-2017- Student and Parent Handbook

---

### **Background:**

- This handbook has been thoroughly edited and revised based on input from staff, parents, community, and the school board.
  - This handbook has been on the Board agenda in May and June
  - The Superintendent held informal meetings to discuss revisions with the staff on a weekly basis in the Spring
  - The Superintendent invited parents and community to provide input at meetings held at the school
  - Board Vice Chair Lyn Morton and Superintendent Anderson refreshed the format of the handbook, corrected some of the grammar/punctuation, and updated some of wording within the handbook

### **Recommendation:**

Adopt the proposed revisions to the Student and Parent Handbook for the 2016-2017 school year

### **Recommended motion:**

to adopt the revised Student and Parent Handbook for the 2016-2017 school year

**Master Agreement**  
**Between**  
**The Gallatin Gateway Board of Trustees**  
**School District No. 35**  
**And**  
**The Gallatin Gateway Education Association**  
**MEA-MFT**



**2016-2017**



## MASTER AGREEMENT INDEX

|            |   |    |
|------------|---|----|
|            | Preamble.....   | 3  |
| ARTICLE 1  | Association Recognition .....                             | 3  |
| ARTICLE 2  | Right to Organize.....                                    | 3  |
| ARTICLE 3  | Just Cause.....   | 4  |
| ARTICLE 4  | Uniform Application of Rules & Regulations .....          | 4  |
| ARTICLE 5  | Guarantee of Academic Freedom .....                       | 4  |
| ARTICLE 6  | Authority and Responsibility .....                        | 4  |
| ARTICLE 7  | Definition of Seniority .....                             | 4  |
| ARTICLE 8  | Reduction in Force .....                                  | 4  |
|            | Lay off Benefits .....                                    | 5  |
| ARTICLE 9  | Work Day.....   | 5  |
|            | Preparation Time.....                                     | 5  |
|            | Duty-Free Lunch Period .....                              | 5  |
|            | PIR Days.....   | 5  |
|            | Early Release .....                                       | 6  |
|            | Obligations Outside the Regular Workday.....              | 6  |
|            | PIR Days for Part-Time Teachers .....                     | 6  |
|            | Calendar .....  | 6  |
| ARTICLE 10 | Personnel Files .....                                     | 6  |
| ARTICLE 11 | Evaluations.....  | 6  |
|            | Formal Observation.....                                   | 6  |
|            | Informal Observation .....                                | 6  |
|            | Pre-Observation Coordination.....                         | 6  |
|            | Post-Observation Conference.....                          | 7  |
|            | Evaluation of Non-Tenured Staff.....                      | 7  |
|            | Evaluation of Tenured Staff .....                         | 7  |
|            | Right to Respond.....                                     | 8  |
| ARTICLE 12 | Grievance Procedure .....                                 | 8  |
|            | Mediation.....  | 8  |
|            | Unresolved and Disputed Interpretations of Agreement..... | 9  |
|            | Binding Arbitration .....                                 | 9  |
|            | Arbitration Costs .....                                   | 9  |
|            | Exceptions to Time Limits .....                           | 10 |
|            | Reprisals.....  | 10 |

|            |  |    |
|------------|--|----|
|            | Personnel Files .....                        | 10 |
| ARTICLE 13 | Annual Leave .....                           | 10 |
| ARTICLE 14 | Professional Leave .....                     | 11 |
| ARTICLE 15 | Bereavement Leave .....                      | 11 |
| ARTICLE 16 | Maternity/Paternity Leave .....              | 11 |
|            | Extended Maternity/Paternity .....           | 11 |
| ARTICLE 17 | Sabbatical & Extended Leave of Absence ..... | 11 |
| ARTICLE 18 | Additional Leave .....                       | 11 |
| ARTICLE 19 | Leave Without Pay .....                      | 12 |
| ARTICLE 20 | Salary Schedule .....                        | 12 |
| ARTICLE 21 | Major Medical & Flexible Benefits Plan ..... | 12 |
| ARTICLE 22 | Credit Recognition .....                     | 12 |
| ARTICLE 23 | Stipends .....                               | 13 |
| ARTICLE 24 | Pay Periods .....                            | 13 |
| ARTICLE 25 | Change in Agreement .....                    | 13 |
| ARTICLE 26 | Compliance of Individual Contract .....      | 13 |
| ARTICLE 27 | Savings Clause .....                         | 13 |
| ARTICLE 28 | Maintenance of Standards .....               | 13 |
| ARTICLE 29 | Nondiscrimination Clause .....               | 13 |
| ARTICLE 30 | Effective Period .....                       | 13 |
| ARTICLE 31 | Contingency .....                            | 14 |
| ARTICLE 32 | Renewal & Reopening of Agreement .....       | 14 |
| ARTICLE 33 | Assignment .....                             | 14 |
| ARTICLE 34 | Date & Signatures .....                      | 14 |
| APPENDIX A | Salary Schedules                             |    |
|            | 2014-2015 .....                              | 15 |
|            | 2015-2016 .....                              | 16 |
|            | Matrix Chart .....                           | 17 |

## MASTER AGREEMENT

This agreement is entered into this 15th day of August, 2016, by and between the Board of Trustees, School District No. 35, Gallatin Gateway, Montana, hereinafter called the Board, and the teaching faculty of Gallatin Gateway School as the Gallatin Gateway Education Association/Gallatin County Rural Education Association/Montana Education Association/National Education Association, hereinafter called the Association.

### PREAMBLE

- WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service and the morale of the school community;
- WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve the educational standards;
- WHEREAS, the Board has an obligation pursuant to law to bargain collectively with the exclusive representative of public employees with respect to wages, hours, fringe benefits, and other conditions of employment;
- WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the foregoing mutual covenants, it is hereby agreed as follows:

**Article 1- Association Recognition-** The Board hereby recognizes the Association as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment for all certified teachers under teaching contract.

- 1.1 The Association shall have the right to use District computers, calculators, and all types of audio visual equipment when such equipment is not otherwise in use. When the use of District audio visual equipment is needed, a staff member shall coordinate its use through the ~~Administration~~ Superintendent. The Association may use the District email, telephones, and employees' mailboxes for Association business. Respect shall be given to working outside school hours when conducting Association business via email, telephone, or other communications. The Association shall have the right to post notices of Association activities and schedules on the bulletin board used to post other District notices. Outdated notices shall be removed promptly. The Association may be given a copy number to use the copy machine for Association business. The Association will be invoiced for copier use at the end of the school year in accordance with District procedures. The Association shall be given time on the agenda of the orientation program for new teachers to explain Association activities and shall have the opportunity after the conclusion of staff meetings to present reports and announcements.

**Article 2- Right to Organize-** The Board agrees that the individual teacher shall have full freedom of association, self-organization, and the designation of representatives of his/her own choosing to negotiate the terms and conditions of his/her employment. The teacher shall be free from interference, restraint, or coercion by the Board or its agents in the designation of such

representatives or in other concerted activities for the purpose of collective bargaining or other mutual aid protection.

**Article 3- Just Cause-** No teacher shall be disciplined, reprimanded, suspended, non-renewed, dismissed, or terminated without just cause. It is understood that this provision does not apply to the non-renewal of non-tenured teachers prior to the signing of the fourth (4<sup>th</sup>) contract as stated in Section 20-4-206, MCA. ~~Teachers hired before July 1, 2011, will be tenured upon offer and acceptance of their third (3<sup>rd</sup>) contract.~~

**Article 4- Uniform Application of Rules & Regulations-** All rules and regulations governing employee activities and conduct shall be interpreted and applied uniformly throughout the District.

**Article 5- Guarantee of Academic Freedom-** Academic freedom shall be guaranteed to teachers. Teachers shall have the right to support or oppose political causes and issues outside the normal classroom activities.

**Article 6- Authority & Responsibility-** The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.

**Article 7- Definition of Seniority-** Seniority is defined as the length of continuous service. Seniority is broken by resignation, termination, or failure to report in a reasonable amount of time upon recall.

#### **Article 8- Reduction in Force**

- 8.1 The District has the sole authority to determine the number of teachers to be employed. Prior to layoff of tenured teachers, the District shall determine which non-tenured teachers shall be laid off. While a non-tenured teacher may be retained if he/she is the sole possessor of a required endorsement, a tenured teacher shall not be subject to a layoff while a non-tenured teacher with the same endorsement is retained. For purposes of a reduction in staff, in the case of tenured teachers, seniority shall be the criterion.
- 8.2 If a laid-off teacher has displaced another, the teacher will remain eligible for recall in accordance with the provisions of this article.
- 8.3 Notice of recall will be given by registered mail to the last address given to the Board by a teacher. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within ten (10) calendar days from the date of the notice, the teacher will be deemed to have refused the position.
- 8.4 A teacher who is laid off will remain on the recall list for one (1) year after the effective day of lay off, unless the teacher:
1. waives recall in writing;
  2. resigns;
  3. fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position; or

4. fails to report to work in a position that he or she has accepted.

**8.5 Lay-off Lay off Benefits-** All positions of substitute teacher shall be offered to qualified teachers on lay off who are on the substitute list before any other person is offered such a position. All benefits to which teachers were entitled at the time of their lay off, including but not limited to tenure, will be restored to them upon their return to active employment, and they will be placed on the step of the salary schedule for their current position according to their experience and education.

## Article 9- Work Day

**9.1** The regular workday for all full-time teachers will begin at 8:00am and end at 4:00pm. Part-time teachers will have that time prorated within their schedule. The time before and after the student day shall be for additional preparation and consultation with parents, students and others. On the day of a scheduled staff meeting, the teachers will stay until 4:30pm. On Fridays, teachers may leave at 3:30pm. With prior approval from ~~Administration~~ Superintendent, teachers may leave at 3:00pm and will be docked one hour of annual leave.

On regularly scheduled staff meeting per month shall be designated for the purposes of teacher team meetings. Alternatively, teacher team meetings may be organized as one half hour of the regularly scheduled staff meeting twice a month.

**9.2** On days preceding holidays or recesses, the teachers' day shall end when the last regular school bus has departed. PIR days are not a recess or holiday.

**9.3 Preparation Time-** All full-time teachers shall receive a minimum of two hundred and twenty-five (225) minutes within the student day for preparation during a regular work week. The parties agree that preparation should be in optimal blocks. Part-time teachers will have that time prorated. When a work week is less than five (5) days, preparation time within the student day may be prorated. It is understood that events may from time to time cause the loss of some preparation time. During the school year the ~~Administration~~ Superintendent will attempt to schedule preparation time in no less than thirty (30) minute blocks.

**9.4 Duty-free Lunch Period-** All teachers shall receive a daily, duty-free lunch period of forty-five (45) minutes. Part-time ~~employees~~ teachers will be prorated but will have no less than 25 minutes.

**9.5 PIR Days** Seven (7) PIR days will be scheduled per school year, two (2) of which are the annual educator conferences in October. Teachers may trade a maximum of two (2) of the October conference days for equivalent training, completed during non-contracted hours, between the end of the prior school year and the conference days. Equivalent training shall mean six (6) OPI renewal credits to replace one (1) day or twelve (12) OPI renewal credits, or one (1) semester university credit to replace two (2) days of the October conferences. Semester credit used as equivalent training for October conference days cannot be used for movement on the salary matrix. The PIR Professional Development Advisory Committee will review any questions regarding equivalency of OPI credits.



- 9.6 **Early Release Days-** A minimum of six (6) Early Release Days will be scheduled per school year. On Early Release Days, students will be released at 12:15 pm. The teachers' day will end at 4:00pm Mondays, Tuesdays, & Thursdays; 4:30pm on Wednesdays; and 3:30pm on Fridays. ~~From 12:45 pm – 3:15 pm Buses leave promptly at 12:25.~~ Teachers will have a forty-five minute duty free lunch period following bus departure, unless previously assigned a designated lunch period. ~~from 12:25 to 1:10.~~ Instruction-related activities may include, but are not limited to, quarterly report card preparation, parent teacher conferencing, and administrative professional training.
- 9.7 **Obligations Outside the Regular Workday-** Teachers will be required to attend and provide their professional abilities at one Open House and the Christmas program.
- 9.8 **PIR Days for Part-Time Teachers-** Part-time teachers will only be required to attend PIR days on prorated basis. The ~~Administration Superintendent~~ and the teacher will mutually decide specific times and days. If the ~~Administration Superintendent~~ deems it professionally necessary for the teacher to attend additional PIR days, the teacher will be compensated at the teacher's daily rate of pay. Written notification of additional days shall be given no later than thirty (30) calendar days prior to the PIR day. If not approved, a teacher may voluntarily go to any additional day(s) without pay.
- 9.9 **Calendar-** The school calendar shall reflect a teacher work year of one hundred and eighty-seven days, of which one hundred eighty (180) are scheduled pupil instruction days and seven (7) scheduled PIR days, of which two (2) are the annual educators' ~~conferences convention~~. The teachers will be given an opportunity prior to Board adoption to provide input. This will be accomplished by having a discussion at a staff meeting and then each teacher initialing his/her preference.

**Article 10- Personnel Files Records-** No document may be placed in a personnel ~~file record~~ that is not signed and dated by the author of said document. ~~No document may be placed in personnel records without the acknowledgment of the owner.~~

**Article 11- Evaluations -** The District evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and to receive administrative responses to them; to have formal and/or informal observations of the teaching of licensed staff; to receive verbal and written comments and suggestions for improvement from their supervisor and to have clear opportunities to make improvement within the specific timelines.

**11.1 Formal Observation-** ~~A formal observation is a scheduled visit by the administration to a classroom or any instructional or performance activity.~~

An observation by the Superintendent to an instructional or performance activity that has been pre-scheduled at the request of the Superintendent or the teacher. This includes a pre-observation conference, a scheduled observation, a written feedback report, and a post-observation conference between the ~~evaluator~~ Superintendent and the teacher. The post-observation conference shall occur within fifteen (15) working days of the formal observation.

**11.2 Informal Observation-** ~~This is any observation of any non-scheduled visit to a classroom or activity. This does not involve any type of coordination between the administration and teacher. Follow up may be a conversation of what the evaluator noted in their observations.~~

Any non-scheduled visit or observation by the Superintendent to an instructional or performance activity. This includes a written feedback report and may include a post-



observation conference between the Superintendent and the teacher. If the Superintendent has a concern with any observation, a post-observation conference shall be scheduled and completed within ten (10) working days.

**11.3 Pre-Observation Coordination Conference-** ~~This observation is conducted in accordance with *Teacher Pre-Evaluation & Observation Date Form* in Employee Handbook. This coordination~~ A conference is conducted between the teacher and the Superintendent before each formal observation so that the administration can be apprised of the teacher's objectives, methods, and materials for the activity situation to be observed. Arrangements made by email are acceptable. The Superintendent will announce the time period for evaluations- formal observations. and it is then the teachers' responsibility to indicate their first and second choices of time slots for both the direct observation and post-observation conference, also to fill out and submit the pre-evaluation form for the administration according to the Employee Handbook. Direct observations will be a minimum of thirty (30) minutes.

**11.4 Post-Observation Conference-** This is a meeting that may take place between the teacher and administration after the formal observation. The administration will provide a written summary of any formal observation. Both parties shall sign the document indicating that the observation took place. All parties shall retain a copy of the signed document.

A conference held to provide an opportunity for feedback, identification of strengths, and directions for areas to be developed. This conference is documented by a written summary signed and retained by the teacher and the Superintendent

**11.5 Evaluation-** A written cumulative document of teacher performance based on at least one formal observation and one informal observation. The evaluation may include all aspects of employee performance, including what has been directly observed and/or what has been investigated and substantiated. This written summary shall be discussed with the teacher and signed by the teacher and the Superintendent, with one copy to the teacher and one copy to the teacher's personnel record. This evaluation discussion may also serve as a post-observation conference for the final observation.

**11.6 Notification of Evaluation-** Teachers will be advised of the District's evaluation procedures at the beginning of each school year. Teachers joining staff after the commencement of the school year will be advised of the evaluation procedures by the Superintendent.

**11.7 Evaluation of Non-tenured Staff-** Non-tenured teachers will be observed at least twice a year during their student instruction time, one (1) of which may be an informal evaluation observation if agreed on by the classroom teacher and the administration. The process of the first evaluation of non-tenured teachers shall be completed by February 1<sup>st</sup> January 1<sup>st</sup>. The second evaluation will be completed prior to issuing of teaching contracts for the following year.

**11.7 Evaluation of Non-tenured Staff-** At least two (2) written cumulative evaluations evaluations based on, at least one informal observation and at least one formal observation per semester shall be made for all non-tenured teachers each year. These evaluations will include classroom observations as defined above. The first evaluation shall be completed by January 1. The second evaluation shall be completed prior to issuing of teaching contracts for the following year.

**11.6 Evaluation of Tenured Staff-** Evaluations for tenured staff will be either/or:

A. a traditional evaluation method during their student instruction time administered once every year and/or:

B. a written professional development plan developed by the teacher in communication with the administration prior to September 30 of the Contract Term. Teachers may choose to have a yearly evaluation and/or to develop a written professional plan.

**11.8 Evaluation of Tenured Staff-** At least one written cumulative evaluation shall be made for all tenured teachers each year. These evaluations will include classroom observations as defined above. The evaluations shall be completed by May 1.

**11.79** Should concerns arise regarding a teacher's performance; the teacher will be presented with a written plan of improvement from the Superintendent to address concerns along with corrective measures necessary to overcome them. Within thirty (30) working days, follow-up observations will be made, including a formal observation addressing written recommendations by the Superintendent. If adequate measureable progress is not demonstrated, the Superintendent will take additional action.

~~Should a teacher become in danger of dismissal or non-renewal of a contract because his/her observed performance through the evaluation process, is deemed to be substandard through informal or formal evaluations, a formal evaluation will be conducted within five working days from the informal observation. the teacher shall be forewarned of the possibility of an administrative recommendation for non-renewal or termination. during the post-observation conference. sixty (60) days. If no improvement is noted after the follow-up evaluation, Step 2 is in effect. If no inadequate improvement is noted after Step 2, Step 3 is in effect.~~

~~**Step 1-** A in coordination with the written recommendations made by the administration. The teacher will receive may ask for a copy of the report these notes. No record of this conference will be forwarded to the district personnel record file.~~

~~**Step 2-** no improvement is noted, The teacher, in a conference with the administration, will be advised of the seriousness of the situation and given direction for change. and Within thirty (30) working days, the teacher to demonstrate progress. The text of this conference shall be recorded in written form and presented to the teacher. The teacher shall sign the document indicating that he/she has read the document. The teacher may attach a response if he/she disagrees with the text of the document or if he/she wishes to clarify any part of the statement. All signed documents shall become part of the teacher's personnel file. All other documents shall become part of the supervisor's notes and will be destroyed upon the completion of the evaluation cycle.~~

~~**Step 3-** If adequate measureable progress is not demonstrated no improvement is noted after the prescribed period of time, the teacher is advised that dismissal or non-renewal will be recommended to the Board of Trustees.~~

**11.10 Right to Respond-** A teacher may submit a written response within fifteen (15) working days to any part of the evaluation procedure. This response shall be attached to the copy of the observation or evaluation in the teacher's personnel file.

## Article 12- Grievance Procedure

**12.1** A grievance is a teacher complaint regarding alleged violation of any provisions in this Agreement or other Board policy. A grievant is a teacher filing a grievance.

1. Within twenty (20) working days of the knowledge of the occurrence of an incident giving rise to a grievance, the grievant shall speak to the Administration Superintendent informing the Administration Superintendent of the grievance.



Complaints must be declared as a grievance when that is the intent. The ~~Administration~~ Superintendent shall arrange an initial grievance resolution meeting within five (5) working days. The grievant, and if they desired, a representative of their choosing, shall meet with the ~~Administration~~ Superintendent. Following the meeting, the ~~Administration~~ Superintendent will provide the grievant and Association with a written answer to the grievance within two (2) working days.

2. If the grievant is not satisfied with the ~~Administration~~ Superintendent's action or a written response has not been received after two (2) working days, the grievant shall present a written grievance to the ~~Administration~~ Superintendent within five (5) working days. The ~~Administration~~ Superintendent shall act upon the written grievance and provide the grievant and Association with a written response within five (5) working days.
3. If the grievant is not satisfied with the ~~Administration~~ Superintendent's action or has not received a written response after five (5) working days, the grievant shall present a written grievance to the School Board. The School Board shall act upon the grievance and provide the grievant and Association with a written response within ten (10) working days.

**12.2 Mediation-** If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, and both parties agree, the grievance may be submitted for mediation using the following steps. Each party shall bear its own cost of the mediation, except that the fees and charges of the mediator shall be shared equally by the parties.

1. If the Association intends to pursue mediation, they shall notify the School Board, within five (5) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance process.
2. Within ten (10) working days after written notice of submission for mediation, the Association shall, in writing, request the Montana Board of Personnel Appeals assign a mediator to the dispute.
3. The mediator shall consult with the parties in an attempt to bring about resolution to the grievance. The mediator shall not produce any records or testimony, nor make any statement with regard to any mediation conducted by him/her in any forum or proceeding before any court, board, investigatory body, arbitrator, or fact finder.
4. If the board of Personnel Appeals refuses to assign a mediator or if the assigned Mediator, determines that the grievance is not likely to be resolved, or after twenty (20) working days, whichever comes first, the Association may choose to seek a solution through binding arbitration.

**12.3 Unresolved and Disputed Interpretations of Agreements-** MCA 39-31-306(5) The grievant may have the unresolved grievance or disputed interpretations of the agreement resolved either by final and binding arbitration or by any other available legal methods and forum, but not by both. After a grievance has been submitted to arbitration, the grievant and the exclusive representative waive any right to pursue against the school an action or complaint that seeks the same remedy. If a grievant or the exclusive representative files a complaint or other action

against the school, arbitration seeking the same remedy may not be filed or pursued under this section.

**12.4 Binding Arbitration-** If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, or the grievance has not been solved through mediation, the grievance may, at the exclusive option of the Association, be submitted for final and binding arbitration before an impartial arbitrator using the following steps:

1. If the Association intends to pursue final binding arbitration, they shall notify the School Board within twenty (20) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance and, if applicable, the mediation process.
2. Within ten (10) working days after written notice of submission for arbitration, the Association shall, in writing, request a list of five potential in-state arbitrators from the Montana Board of Personnel Appeals.
3. Within ten (10) working days the arbitrator shall be selected from the list provided as a result of each party alternately striking names from the list and the last name remaining being the arbitrator selected. The order of name strikes shall be determined by an initial coin toss. Should either party fail to participate in the arbitrator selection process, the other party may demand a Montana Board of Personnel Appeals appointment.
4. The arbitrator shall consider the grievance (using either the "expedited" or "ordinary voluntary arbitration rules" of the American Arbitration Association), conduct a hearing and/or receive the parties' briefs and have all necessary authority to render a full and effective award and issue a remedy for same which shall be final and binding upon the parties.

#### **12.5 Arbitration Costs**

1. Each party shall bear its own cost of arbitration except that the fees and charges of the Arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. If both parties request transcripts, they shall share equally the costs.
2. Should either party fail to implement an arbitrator's award, the award may be entered in any court of competent jurisdiction for immediate enforcement. All court costs, legal fees, other related expenses incurred as a result of failure to implement an arbitrator's award, and subsequent enforcement proceedings shall be paid by the party who refuses to implement an award.
3. If a motion to vacate the arbitrator's award is entered in a court of competent Jurisdiction, and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including, but not limited to, the adverse party's court costs, legal fee, interest on monetary awards, and other related expenses incurred as a result of defending such action.

- 12.6 Exceptions to Time Limits-** The time limits provided in this policy shall be strictly adhered to unless extended by written agreement of the parties. Similarly, steps of the grievance process may be waived only by written mutual agreement of the parties and so indicated by written instrument.
- 12.7 Reprisals-** The parties agree that no reprisals of any kind will be taken against any person because of participation in this grievance procedure.
- 12.8 Personnel Files-** All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

### **Article 13- Annual Leave**

- 13.1** At the beginning of each school year, each full-time teacher shall be credited with fourteen (14) days/1 F.T.E. of annual leave at full salary. Part-time teachers shall be credited with a prorated amount. Unused days of annual leave may be paid to the teacher at the close of the school year at the current rate of substitute teacher's pay. The teacher may also choose to accumulate up to twelve (12) annual leave days (any days over twelve (12) would be reimbursed at substitute pay) per year to a maximum of eighty (80) days. Accumulated leave days will be used for illness or emergencies. When a teacher has reached a maximum of eighty (80) days, he/she will be credited with fourteen (14) days of annual leave to start the year. Any unused days will be reimbursed at the end of the year at the current substitute teacher's pay. Termination of employment from Gallatin Gateway School would then result in a lump sum payment for all days unused annual leave at the current substitute teacher's pay.
- 13.2** Annual leave may be used for personal reasons, personal illness, or immediate family illness. Annual leave days used for personal reasons must be arranged at least two (2) work days in advance. Any leave requested beyond four (4) consecutive work days must be approved by the Superintendent. If annual leave is denied, a written explanation of the reason(s) why the annual leave was denied shall be forwarded to the teacher within five (5) working days of the denial.
1. Annual leave days may not be taken during the first five or last five instructional days of the school year.
  2. Annual leave days may not be taken immediately preceding or following a holiday or vacation period.
  3. Annual leave days may not be taken on PIR days.

Exceptions to these may be made at the discretion of the Superintendent.

- 13.3** Determination of accumulation and/or reimbursement for the ensuing year must be made at the beginning of the school year.
- 13.4** During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day to one or more teachers who are in need and who have exhausted annual leave. The donor and recipient have no later than five (5) working days after the recipient's return to work to notify the Superintendent of the requested leave transfer. Donated leave shall be drawn in order of date of such receipt. A drawing shall be conducted to determine order of usage for donations bearing identical dates of receipt. Any unused annual leave shall be returned to the donor.



~~**Article 14 – Professional Leave** – Professional leave of three (3) days at full salary is provided each year for visitation of other schools, attendance at professional association committee meetings, serving on committees, conferences, conventions, and assemblies or for school related sponsored activities. Leave days will be approved by the Administration and must be arranged no less than 24 hours in advance. This leave will be prorated for part-time teacher.~~

**Article 14 - Professional Leave** - Three (3) days of professional leave will be credited to each full-time teacher at the beginning of the school year. Part-time teachers will be credited with a prorated amount. Professional leave may be used to visit other schools, professional development, or attendance at educational workshops or conferences. Professional leave monies at current rate of substitute teacher pay per day will be paid to the teacher for workshops or training outside regular contracted hours. Professional leave must be requested at least two (2) work days prior to the day(s) being requested and approved by the Superintendent. Professional leave does not accumulate and will not be paid out if unused. Professional Leave will be available from September 1 to August 31 of each year. Training or credits gained using professional leave cannot be used as equivalency training to trade for the October conference days.

**Article 15- Bereavement Leave-** At the beginning of each school year, each teacher shall be credited with six (6) days of bereavement leave; one (1) of the before mentioned days may be used for non-family bereavement needs. The ~~Administration~~ Superintendent may, upon request, grant approval for a seventh (7<sup>th</sup>) day if necessary. This leave will be prorated for part-time teachers.

**Article 16- Maternity/Paternity Leave-** A teacher will be granted maternity/paternity leave immediately following the birth or adoption of a child for eight (8) calendar weeks. If any of the leave period falls within the Contract Term, the leave shall be made up of accumulated annual leave days. For each day of additional leave the teacher will reimburse the district for substitute teacher's pay plus employer contributions (FICA, MEDICARE, Unemployment, Worker's Compensation, and Retirement). The leave period of eight (8) weeks shall commence immediately after the birth or adoption of the child unless it is medically necessary that the leave period commence prior to the birth or adoption of the child. In that case, the leave period of eight (8) weeks will commence upon a determination by a physician that it is medically necessary for the teacher to commence leave preceding the birth or adoption of the child. The teacher will be required to submit medical certification stating that leave preceding the birth of the child is necessary. This leave will be prorated for part-time teachers.

**16.1 Extended Maternity/Paternity-** A teacher may be granted extended maternity leave beyond the eight (8) weeks as determined appropriate to her/his situation by the physician and the teacher. Any extended leave will be without pay. Upon returning, seniority and tenure status shall resume as when leave began and she/he will be entitled to all benefits held by other teachers. This leave will be prorated for part-time teachers.

**Article 17- Sabbatical & Extended Leave of Absence-** Upon written application to the School Board, a teacher may be granted a sabbatical or extended leave of absence without pay for one (1) year, after the teacher has worked three (3) consecutive years for the District, if the reasons are determined appropriate by the Board and teacher, and if such leave would not place undue hardship upon the school. Teachers shall be entitled to all benefits held by other teachers upon return. The returning teacher will be placed on the current salary schedule at the level earned at the time of departure.

**Article 18- Additional Leave-** In case of additional need of leave (i.e. medical, emergency, personal, family) a teacher may take up to sixteen (16) days beyond the fourteen (14) and any accumulated leave days may be approved by the Administration Superintendent each year. For each day of additional leave, the teacher will reimburse the district for substitute teacher's pay plus employer contributions (FICA, MEDICARE, Unemployment, Worker's Compensation, and Retirement). After a teacher has totaled thirty (30) days of annual leave and additional leave, subsequent leave days will be without pay.

A teacher will be granted up to one calendar year leave of absence without pay as determined appropriate to his/her situation. The calendar year will begin when his/her annual leave and granted extensions have been depleted. Upon returning to teaching, seniority and tenure status shall resume as when leave began and she/he will be entitled to all benefits held by other teachers.

**Article 19- Leave Without Pay-** The Administration Superintendent may grant up to five (5) days leave without pay at his/her discretion. Leave without pay may also be granted for any other circumstances not otherwise specified above at the discretion of the Board.

**Article 20- Salary Schedule-** The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Implementation of any negotiated increase on the base of the salary schedule is contingent upon state funding for secondary students at the high school level and/or voter acceptance of the special mill levy, if required. Such salary schedule shall remain in effect during the designated period. Part-time teachers shall have their salaries prorated.

~~Prior outside experience is credited for a maximum of five (5) years.~~  
A maximum of five (5) years will be credited for prior teaching experience.

### **Article 21- Major Medical & Flexible Benefits Plan**

**21.1** The District will provide five hundred and forty-eighty-four dollars (\$584.00) toward a major medical plan for every employee teacher who is contracted for .5 FTE or above. In addition, twenty-five dollars (\$25.00) per month will be contributed by the District to each employee teacher who is contracted .5 FTE or above to the Flexible Benefits Plan. The Flex benefit will be prorated for part-time (less than .5 FTE) teachers.

**21.2** All employees teachers contracted for .5 FTE or above shall be required to participate in the group health plan with at least single coverage. Employees Teachers less than .5 FTE will have a choice to join or not.

**21.3** The Flexible Benefit's Plan will be administered by a mutually agreeable, disinterested third party. The District will assume the cost to administer the program. Participation in the Flexible Plan itself by employees teachers will be voluntary and open to every employee teacher. Employees Teachers will be provided information yearly on the flexible plan itself as well as, upon request, a monthly report on Flex transactions and other pay check deductions.

**Article 22- Credit Recognition-** Payment will be made for approved credits. These credits shall be in areas that develop general background information and/or teaching skills. All credits must be approved by the Professional Development Advisory Committee before applying for the salary

step-up. The Professional Development Advisory Committee shall include the Superintendent, a Board Member, and teachers chosen by the Association. The committee will use the consensus approach in determining credits beneficial to the District's curriculum. If consensus cannot be reached, the committee members will make recommendations to the Board who will have the final decision. A teacher who completes approved college credit by the first (1<sup>st</sup>) of September shall receive the appropriate salary increment that school year. However, such teacher must notify the Superintendent in writing of his/her intent to gain credits before the first (1<sup>st</sup>) of April preceding the school year in which the planned increment will become effective. Each teacher shall file an official transcript of said credits with the Superintendent no later than the thirty-first (31<sup>st</sup>) of December. The appropriate salary increment shall be received as soon as an official transcript is provided to the Superintendent and shall be retroactive to the beginning of that school year.

**Article 23- Stipends-** The Board may pay stipends for duties and projects above and beyond the contractual day to teachers at a minimum of \$50 per day (less deductions). Project proposals may be suggested by the Administration Superintendent or proposed by the teacher. Project proposals will be presented to the Board by the Administration's Superintendent's recommendation. Teachers may be reimbursed for travel and meals according to School Board Policy.

**Article 24- Pay Periods-** Each teacher may elect to receive his/her contract salary in ten (10) or twelve (12) payments. Payroll checks shall be issued by the fifth (5<sup>th</sup>) of each month. For employees electing the twelve-month option, the eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>) direct deposits will be initiated or paper checks mailed as soon as possible, but no later than five (5) business days after the last contracted day.

**Article 25- Change in Agreement-** During its term this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

**Article 26- Compliance of Individual Contract-** Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement duration shall be controlling.

**Article 27- Savings Clause-** If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall be deemed invalid except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are contrary to law, at the request of either party, negotiations shall immediately commence and agreement shall be reached in order to alter said section(s) providing the benefits according to the intent of the parties.

**Article 28- Maintenance of Standards-** All existing district policies involving terms and conditions of professional service, matters relating directly to the employer-teacher relationships, and other terms of employment not specifically referred to in this agreement shall be maintained at no less than the highest minimum of standards in effect in the District at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or



applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

**Article 29- Nondiscrimination Clause-** The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, physical disability, or marital status.

**Article 30- Effective Period-** This Agreement shall be effective as of ~~July 1, 2014~~ July 1, 2016 and shall continue in full force and effect until June 30, ~~2016~~ 2017.

**Article 31- Contingency-** Should legislation or other circumstances in any way change the general fund revenue formulas, district budgeting authority, or School District revenue in any way, the parties agree to reopen negotiations.

**Article 32- Renewal & Reopening of Agreement-** Said Agreement will automatically be renewed and will continue in force for a period of ~~two (2)~~ one (1) years unless either party gives notice to the other party, not later than ninety (90) days prior to the expiration date or any anniversary thereof, of its desire to reopen the contract. Between July 1, ~~2014~~ 2016 and June 30, ~~2016~~ 2017, the agreement is made to only reopen negotiations to discuss salary, not wording.

**Article 33- Assignment-** All teachers shall be given notice of their tentative teaching assignments relative to grade level and subject area for the forthcoming year no later than the end of the school year. In the event that unforeseen changes in assignments are necessary after the end of the school year, affected teachers shall be given notice as soon as possible prior to the effective date. The affected teacher may request from the ~~Administration~~ Superintendent up to ~~three (3)~~ five (5) paid days (at the current substitute rate of pay) for such assistance as moving classrooms, time to prepare, conferring with appropriate colleagues, learning new curriculum, etc. If the requested assistance is denied, the teacher may appeal to the Board who will make the final decision.

#### **Article 34- Date and Signatures**

This Agreement is signed this 15th day of August, 2016

IN WITNESS THEREOF:

For the Association:

For the Board of Trustees  
of School District #35:

---

Association

---

Chairman

# Appendix A

## SALARY SCHEDULE 2016-2017 GALLATIN GATEWAY #35

S  
T  
E  
P

| QUARTER  | BA | BA+15 | BA+30 | BA+45 | BA+60/MA | MA+15 |
|----------|----|-------|-------|-------|----------|-------|
| SEMESTER | BA | BA+10 | BA+20 | BA+30 | BA+40/MA | MA+10 |

|    |  |        |  |        |  |        |  |        |  |        |  |        |
|----|--|--------|--|--------|--|--------|--|--------|--|--------|--|--------|
| 0  |  | 33,036 |  | 34,027 |  | 35,018 |  | 35,514 |  | 36,009 |  | 37,000 |
| 1  |  | 34,159 |  | 35,249 |  | 36,340 |  | 36,868 |  | 37,430 |  | 38,520 |
| 2  |  | 35,282 |  | 36,472 |  | 37,661 |  | 38,256 |  | 38,850 |  | 40,040 |
| 3  |  | 36,406 |  | 37,694 |  | 38,982 |  | 39,610 |  | 40,271 |  | 41,559 |
| 4  |  | 37,529 |  | 38,916 |  | 40,304 |  | 40,998 |  | 41,691 |  | 43,079 |
| 5  |  | 38,652 |  | 40,139 |  | 41,625 |  | 42,352 |  | 43,112 |  | 44,599 |
| 6  |  | 39,775 |  | 41,361 |  | 42,947 |  | 43,740 |  | 44,533 |  | 46,118 |
| 7  |  | 40,899 |  | 42,583 |  | 44,268 |  | 45,127 |  | 45,953 |  | 47,638 |
| 8  |  | 42,022 |  | 43,806 |  | 45,590 |  | 46,482 |  | 47,374 |  | 49,158 |
| 9  |  | 43,145 |  | 45,028 |  | 46,911 |  | 47,836 |  | 48,794 |  | 50,677 |
| 10 |  | 44,268 |  | 46,250 |  | 48,233 |  | 49,224 |  | 50,215 |  | 52,197 |
| 11 |  | 45,391 |  | 47,473 |  | 49,554 |  | 50,578 |  | 51,635 |  | 53,717 |
| 12 |  | 46,515 |  | 48,695 |  | 50,875 |  | 51,966 |  | 53,056 |  | 55,236 |
| 13 |  |        |  | 49,917 |  | 52,197 |  | 53,320 |  | 54,476 |  | 56,756 |
| 14 |  |        |  | 51,140 |  | 53,518 |  | 54,708 |  | 55,897 |  | 58,276 |
| 15 |  |        |  | 52,362 |  | 54,840 |  | 56,062 |  | 57,317 |  | 59,795 |
| 16 |  |        |  |        |  | 56,161 |  | 57,450 |  | 58,738 |  | 61,315 |
| 17 |  |        |  |        |  | 57,483 |  | 58,837 |  | 60,159 |  | 62,834 |
| 18 |  |        |  |        |  |        |  | 60,192 |  | 61,579 |  | 64,354 |
| 19 |  |        |  |        |  |        |  | 61,546 |  | 63,000 |  | 65,874 |
| 20 |  |        |  |        |  |        |  | 62,934 |  | 64,420 |  | 67,393 |



**Gallatin Gateway School Salary Schedule Matrix Chart**

| Years<br>Experience | QUARTER<br>SEMESTER | BA<br>BA | BA+15<br>BA+10 | BA+30<br>BA+20 | BA+45<br>BA+30 | BA+60/MA<br>BA+40/MA | MA+15<br>MA+10 |
|---------------------|---------------------|----------|----------------|----------------|----------------|----------------------|----------------|
| 0                   |                     | 1.000    | 1.030          | 1.060          | 1.075          | 1.090                | 1.120          |
| 1                   |                     | 1.034    | 1.067          | 1.100          | 1.116          | 1.133                | 1.166          |
| 2                   |                     | 1.068    | 1.104          | 1.140          | 1.158          | 1.176                | 1.212          |
| 3                   |                     | 1.102    | 1.141          | 1.180          | 1.199          | 1.219                | 1.258          |
| 4                   |                     | 1.136    | 1.178          | 1.220          | 1.241          | 1.262                | 1.304          |
| 5                   |                     | 1.170    | 1.215          | 1.260          | 1.282          | 1.305                | 1.350          |
| 6                   |                     | 1.204    | 1.252          | 1.300          | 1.324          | 1.348                | 1.396          |
| 7                   |                     | 1.238    | 1.289          | 1.340          | 1.366          | 1.391                | 1.442          |
| 8                   |                     | 1.272    | 1.326          | 1.380          | 1.407          | 1.434                | 1.488          |
| 9                   |                     | 1.306    | 1.363          | 1.420          | 1.448          | 1.477                | 1.534          |
| 10                  |                     | 1.340    | 1.400          | 1.460          | 1.490          | 1.520                | 1.580          |
| 11                  |                     | 1.374    | 1.437          | 1.500          | 1.531          | 1.563                | 1.626          |
| 12                  |                     | 1.408    | 1.474          | 1.540          | 1.573          | 1.606                | 1.672          |
| 13                  |                     |          | 1.511          | 1.580          | 1.614          | 1.649                | 1.718          |
| 14                  |                     |          | 1.548          | 1.620          | 1.656          | 1.692                | 1.764          |
| 15                  |                     |          | 1.585          | 1.660          | 1.697          | 1.735                | 1.810          |
| 16                  |                     |          |                | 1.700          | 1.739          | 1.778                | 1.856          |
| 17                  |                     |          |                | 1.740          | 1.781          | 1.821                | 1.902          |
| 18                  |                     |          |                |                | 1.822          | 1.864                | 1.948          |
| 19                  |                     |          |                |                | 1.863          | 1.907                | 1.994          |
| 20                  |                     |          |                |                | 1.905          | 1.950                | 2.040          |

## **Agenda Item: 2015-2016 TRUSTEES' FINANCIAL SUMMARY**

---

The FY2015-16 Trustees' Financial Summary is attached for the Board's review and approval.

- The TFS is the school district's official submission of annual financial information as required under section 20-9-213, MCA
- This report is due to OPI on Monday, August 15, 2016--- at the completion of the Board meeting and after approval of the Board the Business Manager will submit the final report and have the Board Chair sign the cover page (which will be sent to Gallatin County Superintendent's office for further approval).

***Please note:*** This is currently a draft and the Board and/or Business Manager may make changes to the final prior to final submission. Once approved by the Board and submitted to OPI the final document will be posted on the district's website under Board Resources.

***Recommendation:***

Approve the attached TFS for FY2015-16

***Recommended Motion:***

To approve the Trustees' Financial Summary for FY2015-16.

## Agenda Item: 2016-2017 BUDGET ADOPTION- ALL BUDGETED FUNDS

---

The following final budget amounts are recommended for adoption.  
See attached FY2016-17 Budget Report for more information.

| <b>Fund Name:</b> | <b>Fund #</b> | <b>Final Budget</b> |
|-------------------|---------------|---------------------|
| General           | 101           | \$1,201,754.20      |
| Transportation    | 110           | \$99,576.71         |
| Bus Depreciation  | 111           | \$122,211.78        |
| Tuition           | 113           | \$855.92            |
| Retirement        | 114           | \$186,165.86        |
| Adult Education   | 117           | \$21,000            |
| Technology        | 128           | \$20,340.95         |
| Flexibility       | 129           | \$9,313.85          |
| Debt Service      | 150           | \$116,515.00        |
| Building Reserve  | 161           | \$88,208.27         |

Total mills for all budgeted funds FY17: 130.07

Total mills for all budgeted funds FY16: 135.84

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

1. The change in the taxable value (as taxable value increase the number of mills decrease)
  - a. FY16 = 4,963,405
  - b. FY17 = 5,362,646 (*about an 8% increase*)
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 Business Manager. In September 2015, the Board will adopt a final line-item budget for General Fund (101).

***Recommendation:***

Adopt the final budget amounts for all budgeted funds as noted above  
Approve the attached Budget Report for FY2016-17.

***Recommended Motion:***

To adopt the final budget amounts for all budgeted funds as noted above and approve the Budget Report for FY2016-17.

2016 – 2017 Gallatin Gateway School District Goals DRAFT #1

| <b>I. Gallatin Gateway School Board will demonstrate excellence in governance.</b>                                    |   |                 |   |
|---|---|-----------------|---|
| <u>Action Steps</u>   | <u>Resources Needed</u>   | <u>Timeline</u> | <u>Position(s)</u>  |
| The Board will continue with procedures and action plans previously in effect   | - None  | - Ongoing       | - Superintendent<br>- School Board                                    |
| The Board will continue attending appropriate MTSBA and/or other relevant training                                    | - Fees associated with registration   | - Ongoing       | - Superintendent<br>- School Board                                    |
|   | -   | -               | -   |
| <b>II. Gallatin Gateway School Board will develop and maintain a safe and secure school facility and grounds.</b>     |   |                 |   |
| <u>Action Steps</u>   | <u>Resources Needed</u>   | <u>Timeline</u> | <u>Position(s)</u>  |
| The Board will continue with procedures and action plans previously in effect   | - Knowledge of facilities and financial priorities                                | - Ongoing       | - Superintendent<br>- School Board<br>- Facilities Advisory Committee |
| Board, Superintendent, and Counselor will work together to address bullying issues related to Gallatin Gateway School | - Time to meet and discuss  | - Ongoing       | - Superintendent<br>- School Board<br>- Counselor                     |
|   | -   | -               | -   |
| <b>III. Gallatin Gateway School Board will maintain and provide high quality educational services.</b>                |   |                 |   |
| <u>Action Steps</u>   | <u>Resources Needed</u>   | <u>Timeline</u> | <u>Position(s)</u>  |
| Assign veteran teachers to serve as mentor teachers for new staff members.  | - \$300 stipend per mentor teacher<br>- There will be 4 mentor teachers this year | - August 2016   | - Superintendent<br>- Business Manager                                |
| Meet with mentor teachers prior to the start of the year to analyze program needs and establish a                     | - No additional resources needed  | - August 2016   | - Superintendent<br>- Mentor Teachers                                 |

|  |  |   |   |
|--|--|---|---|
| meeting schedule.  |  |   |   |
| Conduct a monthly meeting with all teachers working in the mentor program.   | - Time   | - September 2016  | - Superintendent<br>- Mentor Teachers<br>- Mentee Teachers                    |
| Work with mentor teachers to revise the teacher mentor program to insure that all of the needs are being met. This will also require necessary adjustments to the program.   | - Time   | - Ongoing   | - Superintendent<br>- Mentor Teachers<br>- Business Manager<br>- School Board |
| Conduct training on the Montana Educator Performance Appraisal System (EPAS). This will include a training in August, regular discussion during staff meetings, and book study.  | - 20 copies of "A Framework for Teaching" 2 <sup>nd</sup> Edition<br>- EPAS resources from OPI | - Training and book study will be conducted according to schedule<br>- All needed resources have been obtained from OPI | - Superintendent<br>- Certified Staff   |
| All teachers will work with administration to develop a professional development plan  | - Online EPAS resources  | - October 2016  | - Superintendent<br>- Certified Staff   |
| Professional development plans and information gleaned from the mentor teachers will be taken to the Professional Development Advisory Committee to assist in the planning of professional development during the 2017-18 academic year. | - Time<br>- Understanding of district resources available                                      | - Spring 2017   | - Superintendent<br>- Certified Staff<br>- School Board<br>- Business Manager |
|  | -  | -   | -   |
| <b>IV. Gallatin Gateway School Board will promote the development of the whole child.</b>  |  |   |   |
| <b><u>Action Steps</u></b>   | <b><u>Resources Needed</u></b>   | <b><u>Timeline</u></b>  | <b><u>Position(s)</u></b>   |

|  |   |  |   |
|--|---|--|---|
| To develop and improve the Multi-Tiered Systems of Support (MTSS) within the district. This concept is a combination of Response to Intervention (RTI) and Montana Behavioral Institute (MBI). | <ul style="list-style-type: none"> <li>- Time</li> <li>- Understanding of district resources available</li> <li>- Prioritizing district resources to accomplish the goal established in 2013.</li> </ul>  | <ul style="list-style-type: none"> <li>- Spring 2017 update</li> </ul>   | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- School Board</li> <li>- Business Manager</li> </ul> |
| Take a team of teachers to the MBI Conference at MSU in June of 2017. A minimum of 8 staff members will attend in 2017.  | <ul style="list-style-type: none"> <li>- The cost of the institute is roughly \$250/person. Therefore we will need \$2,000 to \$2,500 to support the staff attending.</li> <li>- The institute is located on campus at MSU, therefore travel costs will not be associated with this institute.</li> </ul> | <ul style="list-style-type: none"> <li>- 10 GGS staff members attended in June of 2016</li> <li>- June 2017</li> <li>- Discussion of the institute and sign ups will begin in April 2017.</li> </ul> | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- School Board</li> <li>- Business Manager</li> </ul> |
| Designate a staff member to lead the data collection process as well as organize those materials.  | <ul style="list-style-type: none"> <li>- No additional needs</li> </ul>   | <ul style="list-style-type: none"> <li>- Cheryl Curry has agreed to serve as the lead teacher on the schools RTI committee</li> <li>- Complete</li> </ul>  | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> </ul>   |
| Analyze the Tier I instruction at the school to insure a guaranteed and viable curriculum.   | <ul style="list-style-type: none"> <li>- Time to analyze current curriculum</li> </ul>  | <ul style="list-style-type: none"> <li>- April 2017</li> </ul>   | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> </ul>   |
| Compile a complete list of available interventions within the district to determine intervention needs.  | <ul style="list-style-type: none"> <li>- Time to analyze and discuss interventions</li> </ul>   | <ul style="list-style-type: none"> <li>- November 2016</li> </ul>  | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- Business Manager</li> </ul>                         |
| Establish a district RTI/MBI leadership team. The team will meet at least twice a month to   | <ul style="list-style-type: none"> <li>- One teacher from each team (K-2, 3-5, 6-8)</li> <li>- One teacher from specials</li> </ul>   | <ul style="list-style-type: none"> <li>- October 2016</li> </ul>   | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- Classified Staff</li> </ul>                         |

|   |   |  |   |
|---|---|--|---|
| discuss program direction, needs, and student needs.  | <ul style="list-style-type: none"> <li>- SPED</li> <li>- Counselor</li> <li>- Classified</li> <li>- Administration</li> </ul>     |  |   |
| Schedule Paula Schultz to conduct professional development during an August PIR day and April 7.  | <ul style="list-style-type: none"> <li>- There are resources through OPI that are available to pay Paula for her time.</li> </ul> | <ul style="list-style-type: none"> <li>- August 2016</li> </ul>    | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Business Manager</li> </ul>                              |
| Create goals for the exploration and early implementation of MTSS. This will be conducted with Paula Schultz in August and analyzed in April. | <ul style="list-style-type: none"> <li>- No additional needs</li> </ul>   | <ul style="list-style-type: none"> <li>- August 2016</li> </ul>    | <ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>-</li> </ul>                    |
|   |   |  |   |
| Appoint a Whole Child Committee to establish priorities and actions plans to recommend to the Board.  | <ul style="list-style-type: none"> <li>- No additional resources needed</li> </ul>  | <ul style="list-style-type: none"> <li>- September 2016</li> </ul> | <ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> </ul>                                  |
| Write a comprehensive scope to establish the purpose of the Whole Child Committee.  | <ul style="list-style-type: none"> <li>- Time to meet and discuss</li> </ul>  | <ul style="list-style-type: none"> <li>- November 2016</li> </ul>  | <ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> <li>- Whole Child Committee</li> </ul> |
| Provide Monthly presentations to the Board for the purpose of educating the Board and public on the five tenets of Whole Child Education.     | <ul style="list-style-type: none"> <li>- Time to meet and discuss</li> </ul>  | <ul style="list-style-type: none"> <li>- November 2016</li> </ul>  | <ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> <li>- Whole Child Committee</li> </ul> |
|   |   |  |   |
| Recruit a core of volunteers from the community.  | <ul style="list-style-type: none"> <li>- Time</li> <li>- Knowledge of community</li> </ul>  | <ul style="list-style-type: none"> <li>- November 2016</li> </ul>  | <ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> </ul>                                  |
| Enlist a Volunteer Coordinator to recruit volunteers as well as   | <ul style="list-style-type: none"> <li>- Time</li> <li>- Knowledge of community</li> </ul>  | <ul style="list-style-type: none"> <li>- November 2016</li> </ul>  | <ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> </ul>                                  |

|   |  |                        |  |
|---|--|------------------------|--|
| interface between school and volunteers to organize time and tasks.   |  |                        |  |
|   | -  | -                      | -  |
| <b>V. Gallatin Gateway School will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.</b>                       |  |                        |  |
| <b><u>Action Steps</u></b>  | <b><u>Resources Needed</u></b>                           | <b><u>Timeline</u></b> | <b><u>Position(s)</u></b>                                |
| Continuation of Superintendent's Community Outreach Committee   | - Complete a scope to establish the purpose of committee | - November 2016        | - Superintendent<br>- School Board                       |
| Hold quarterly parent meetings to discuss ideas and concerns  | - Time   | - October 2016         | - Superintendent   |
| Conduct open forums as needed at the beginning of a Board Meeting when particular concerns or topics come to the forefront prior to setting agenda                        | - Time<br>- Knowledge of community                       | - Ongoing              | - School Board<br>- Superintendent<br>- Business Manager |
| Discuss "hot-button" issues in one board meeting, but don't vote on the issue until the next regular meeting to give community more opportunity to express their opinion. | - Time<br>- Knowledge of community                       | - Ongoing              | - School Board<br>- Superintendent<br>- Business Manager |
| Conduct free adult education classes on school finance in the spring of each year.  | - Time<br>- Knowledge of school finance                  | - March 2016           | - Superintendent<br>- Business Manager                   |
|   | -  | -                      | -  |



# Extra-Curricular Recommendations

---

## 1. Compensation and positions

Please review the proposal attached for 2016-2017 Extra Duty/Assignments. There has been some discussion to update the extracurricular (duties/assignments) and compensation for each position. The recommended employee for each position is also included.

### **Recommended Motion:**

to approve extracurricular positions, compensation, and employee hiring for 2016-2017.

# 2016-2017 Extra- Curricular Positions

| Extra Duty/Assignment             | Current Stipend | 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>   | Kacee Krob           |
| 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>   | Jacki Yager          |
| 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>   | Cheryl Curry         |
| 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>   | Elizabeth Matthews   |
| School Store                      | \$              | \$ 300.00           | <i>Supervise and maintain the school store sales and inventory. School store will be open at least once each week. Must make montly deposits with Business Manager or more frequently if needed. Submit purchase orders as needed to keep inventory current and releavant.</i>  | Elizabeth Matthews   |
| Student Council Advisor           | \$ 1,200.00     | \$ 600.00           | <i>Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings approx. 1x week. 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.</i>  | Ruth Sann            |
| Washington DC Advisor (8th Grade) | \$              | \$ 1,000.00         | <i>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 coordinatng and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chapersones. 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.</i> | Tanya Johnson        |

# 2016-2017 Extra- Curricular Positions

| Extra Duty/Assignment                      | Current Stipend | Recommended Stipend | Responsibilities   | Recommended Employee                           |
|--|-----------------|---------------------|--|--|
| Washington DC Assistant Advisor            | \$ -            | \$ 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.  | Travis Anderson                                |
| Expedition Yellowstone Advisor (6th Grade) | \$ -            | \$ 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.                                      | Elizabeth Matthews                             |
| WY Trip Advisor (5th Grade)                | \$ -            | \$ 150.00           | Responsible for planning and organizing the 5th Grade Overnight West Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, 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 West Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund. | SaraBree Bedwell & Mike Coon (split for 16-17) |
| Adult Ed Coordinator                       | \$ 1,550.00     | \$ 1,550.00         | See Adult Ed Coordinator Job Description.  | Mike Coon                                      |
| Adult Ed Coordinator (assistant)           | \$ 575.00       | \$ 575.00           | Assist Adult Ed Coordinator-- See Adult Ed Coordinator Job Description.  | Carrie Fisher                                  |
| Athletic Director                          | \$ 1,400.00     | \$ 1,400.00         | See Athletic Director Job Description.   | Mike Coon                                      |
| Assistant Athletic Director                | \$ 725.00       | \$ 725.00           | Assist Athletic Director-- See Athletic Director Job Description.  | Erica Clark                                    |
| Volleyball Head Coach                      | \$ 1,200.00     | \$ 1,200.00         | See Head Coach Job Description   | Hailee Olsen                                   |
| Volleyball Assistant Coach                 | \$ 700.00       | \$ 700.00           | Assist Head Coach-- See Head Coach Job Description.  | TBD  |
| Boys' Basketball Head Coach                | \$ 1,200.00     | \$ 1,200.00         | See Head Coach Job Description   | Marley Burns                                   |
| Boys' Basketball Assistant Coach           | \$ 700.00       | \$ 700.00           | Assist Head Coach-- See Head Coach Job Description.  | Thomas Burgard                                 |
| Boys' Basketball Assistant Coach           | \$ 700.00       | \$ 700.00           | Assist Head Coach-- See Head Coach Job Description.  | TBD  |
| Girls' Basketball Head Coach               | \$ 1,200.00     | \$ 1,200.00         | See Head Coach Job Description   | Marley Burns                                   |
| Girls' Basketball Assistant Coach          | \$ 700.00       | \$ 700.00           | Assist Head Coach-- See Head Coach Job Description.  | Thomas Burgard                                 |
| Girls' Basketball Assistant Coach          | \$ 700.00       | \$ 700.00           | Assist Head Coach-- See Head Coach Job Description.  | TBD  |
| Cheerleading Head Coach (boys' season)     | \$ 510.00       | \$ 510.00           | See Head Coach Job Description   | Brianna Paea                                   |
| Wrestling Head Coach                       | \$ 1,200.00     | \$ 1,200.00         | See Head Coach Job Description   | Wyatt Rabel                                    |
| Track Head Coach                           | \$ 1,200.00     | \$ 1,200.00         | See Head Coach Job Description   | Mike Coon                                      |

# 2016-2017 Extra- Curricular Positions

| Extra Duty/Assignment | Current Stipend     | Recommended Stipend | Responsibilities                                    | Recommended Employee |
|-----------------------|---------------------|---------------------|---|----------------------|
| Track Assistant Coach | \$ 400.00           | \$ 400.00           | Assist Head Coach-- See Head Coach Job Description. | Scott Adamek         |
| Track Assistant Coach | \$ 400.00           | \$ 400.00           | Assist Head Coach-- See Head Coach Job Description. | TBD                  |
| <b>Totals:</b>        | <b>\$ 17,460.00</b> | <b>\$ 19,285.00</b> |   |                      |

## Agenda Item: Consulting Services by Denning, Downey, & Associates

### **Background:**

- The District experienced a change in staffing for FY16 after the retirement of the former business manager
- The District transitioned to new accounting software during FY16
- The District hired Denning, Downey, and Associates to conduct the audits for FY16, FY17, FY18

### **Current Situation:**

While completing the FY16 TFS some calculations were not balancing. After contacting Black Mountain Software it was recommended that I contact the District's auditor for assistance in correcting the issue. On Thursday, August 11, 2016, I contacted Kim Downey at Denning, Downey, and Associates. She noted that it is not uncommon to for Districts to have issues with balances after the conversion. She stated that their firm could provide consulting services to assist me in locating the issue and fixing the issue. She estimated that it would take about a day to complete this process. The other thing she noted was that many District Clerks our size need assistance with the Capital Asset Depreciation Schedule, which she also estimated to take a day. The other item she mentioned that may be helpful to me for closing out FY16 for the first time would be the assistance with the closing checklist—she did not provide me with an estimate on how long that may take.

She forwarded me the Non-Audit Engagement Services contract that the district signed in May and noted that those tasks would fall under those services and cost schedule.

I have also enclosed the letter from Black Mountain that they provided at the conclusion of the conversion.

### ***Business Manager Recommendation/Request:***

Since it is my first year closing out a year and we experienced a software conversion from very antiquated accounting software I would like to request that the Board consider obtaining consulting services for the above mentioned tasks.

If not all tasks could be approved my prioritized recommendation would be as follows:

1. Limited Assistance- Black Mountain Conversion Accounting System Clean Up-- \$205/hour
  - "A day" --- estimated 8 hours \$1640 + travel if necessary
2. Limited Assistance- Capital Asset Depreciation Schedule- \$205/hour
  - "A day" --- estimated 8 hours \$1640 + travel if necessary
3. Complete assistance with closing checklist- \$205/hour
  - Unknown amount of time- estimated 8 hours \$1640 + travel if necessary

I do not foresee these services needed from year-to-year--- just for FY16.

These services could be paid for from the Flexibility Fund (129) and/or the general fund.

### ***Recommended Motion:***

to hire Denning, Downing, & Associates to consult with the District on the following services:

- Limited Assistance- Black Mountain Conversion Accounting System Clean Up-- \$205/hour
- Limited Assistance- Capital Asset Depreciation Schedule- \$205/hour
- Complete assistance with closing checklist- \$205/hour

*Thank you for your consideration!*

*~Carrie*



Carrie Fisher <fisher@gallatingatewayschool.com>

---

## Consulting Services

---

**Kim Downey** <kdowney@ddaudit.com>

Thu, Aug 11, 2016 at 3:45 PM

To: "fisher@gallatingatewayschool.com" <fisher@gallatingatewayschool.com>

Cc: Bob Denning <bdenning@ddaudit.com>

Hi Carrie,

It was so nice to visit with you today.

I have attached the approved consulting contract we have on file.

We can complete full closing services which will cover everything on the closing checklist I sent a couple weeks ago or we can complete those services you choose.

You would simply need to identify the service you would like assistance. For example, capital asset depreciation schedule, Black Mountain conversion accounting system clean up.

Please let me know if you have questions.

We look forward to working with you this year.

*Thank You.*

*Kim Downey*

Denning, Downey and Associates, CPA's, P.C.

(406) 756-6879 extension 102

(406) 253-6210 cell

(406) 257-7879 fax



Gallatin Gateway SD Non-Audit and Addend A FY16,17,18 Bob and Client signed.pdf

116K

***Denning, Downey & Associates, P.C.***  
***CERTIFIED PUBLIC ACCOUNTANTS***

*P.O. Box 1957, Kalispell, MT 59903-1957  
(406) 756-6879 • FAX (406) 257-7879 • E-Mail [dda@ddaudit.com](mailto:dda@ddaudit.com)*

*Kim M. Downey, CPA, CGFM, CFF, CITP*

*Robert K. Denning, CPA, CGFM, CFF, CITP*

May 9, 2016

Gallatin Gateway School District  
Attn: Carrie Fisher, Business Manager  
PO Box 265  
Gallatin Gateway, MT 59730

**Non-Audit Engagement Services**

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Gallatin Gateway School District for the fiscal year ending June 30, 2016, June 30, 2017, and June 30, 2018.

From the information provided by the District, we will assist the District in performing the services described in Addendum A.

**Responsibilities**

Following a review of your request for Non-Audit services identified in Addendum A, and our review of the SKE form, we will mutually decide on services and personnel we can provide. We can then mutually establish the time and place for the services to be performed. While performing those services we may assist, advise, and train you and your staff about accounting principles and their application and may assist in the preparation of your financial statements, but the responsibility of the financial statements including all proposed adjustments remains with you. This responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for reviewing the entries, adjusting the financial statements to correct material misstatements and for confirming this to us in a management representation letter at the completion of the Non-Audit services. Further, you are responsible for designating a qualified management-level individual(s) to be responsible and accountable for overseeing these services.

Once the non-audit services are complete it is understood if you need additional services we may not be able to provide those services due to Yellow Book, staffing, or time limitations.

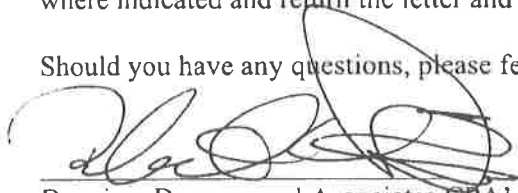
Because the services listed in Addendum A do not constitute an examination, we will not express an opinion. In addition, we have no obligation to perform any procedures beyond those listed in Addendum A. The services described in Addendum A are the responsibility of management. Management has designated Carrie Fisher as the employee responsible for these procedures. The District will establish and monitor the performance of the above described services to ensure that they meet the government's objectives. As such, management of the District accepts full responsibility for any decisions made.

**Fees**

Our fees for these services are described in Addendum A. The fees on Addendum A are only for the Non-Audit services and do not include travel expenses related with these services. The final bill will include the Non-Audit fees from Addendum A and travel expenses. Our invoices for these fees will be rendered when the work is complete or monthly if the work spans several months. In accordance with the AICPA rules on independence, the fees for all Non-Audit services must be paid before we can begin work on the audit. If we elect to terminate our services for any reason, our engagement will be deemed to have been completed even if we have not completed the work. You will be obligated to compensate us for all time expended at our standard hourly rates and to reimburse us for all travel costs through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and in Addendum A, please sign where indicated and return the letter and Addendum A to us.

Should you have any questions, please feel free to contact us.

  
Denning, Downey and Associates CPA's P.C.

6/15/16  
Date

  
Donna J. Shockley  
Gallatin Gateway School District

5/17/16  
Date



**Addendum A**

| Assistance related to the following area                   | Services requested |    | 2016      | Services requested |    | 2017      | Services requested |    | 2018      |
|--|--------------------|----|-----------|--------------------|----|-----------|--------------------|----|-----------|
|  | Yes                | No | Fee       | Yes                | No | Fee       | Yes                | No | Fee       |
| Footnote preparation                                       | X                  |    | N/C       | X                  |    | N/C       | X                  |    | N/C       |
| GASB #34 (converting financial statements to full accrual) | X                  |    | \$ 1,900  | X                  |    | \$ 2,000  | X                  |    | \$ 2,100  |
| Preparation of the cash flow statements                    | X                  |    | \$425/per | X                  |    | \$450/per | X                  |    | \$450/per |
| Year End closing assistance                                |                    |    |           |                    |    |           |                    |    |           |
| - Complete assistance with closing checklist               | X                  |    | \$205/hr  | X                  |    | \$210/hr  | X                  |    | \$215/hr  |
| - Limited assistance (list areas below)                    | X                  |    | \$205/hr  | X                  |    | \$210/hr  | X                  |    | \$215/hr  |
| -  |                    |    |           |                    |    |           |                    |    |           |
| -  |                    |    |           |                    |    |           |                    |    |           |
| -  |                    |    |           |                    |    |           |                    |    |           |

Denning, Downey and Associates CPA's P.C.

Date

*Donna J. Shockley*

*5/17/16*

«Entity»

Date

**\*If Applicable**



**Corporate Headquarters**  
145 Southlake Crest, Suite 1  
Polson, MT 59860

**P** | 800.353.8829  
**F** | 406.883.1029

**Utility Billing Office**  
1680 Aspen Street  
Helena, MT 59601

**P** | 888.272.8047  
**F** | 406.449.4002

[blackmountainsoftware.com](http://blackmountainsoftware.com)

February 24<sup>th</sup>, 2016

Gallatin Gateway Elementary  
Carrie Fisher

**RE: Cloud Hosting, Accounting, Budget Prep and Payroll/ACH**

Dear Carrie,

Thank you for trusting us with your Payroll and Accounting needs! This letter outlines the completion of the conversion and installation process.

**Conversion Balances**

Balances were converted from reports ran out of the Softwise application; preliminary data was successfully captured on the 10<sup>th</sup> of November, final data was successfully captured on the 11<sup>th</sup> of December, and final balances were verified by you before we began training.

You saw differences when comparing the BMS Trial Balance Reports to the Softwise Trial Balance Reports, because Black Mountain Software calculates the Control Accounts (402 for Revenues and 802 for Expenditures), based on the total Year-to-Date revenue or expenditure amounts. Those totals match the total for each fund on the Revenue Budget vs Actual and the Expenditure Budget vs Actual.

Please note that the Control Accounts (402 for Revenues and 802 for Expenditures) that showed on the Softwise Trial Balance are now showing in the 888 (Conversion Balancing) Account. The 888 balance is the sum of the differences between the detail and the control account balances in Softwise, taking both Revenues and Expenditures into consideration.

For example, the BMS Trial Balance for 12/15 shows -419,400.67 in 101 802 and has -37,821.60 in 888. The General Ledger in Softwise shows an amount of \$457,222.27 in 101 802 for 12/15.

$$419,400.67 \text{ (802 in BMS)} + 37,821.60 \text{ (888 in BMS)} = 457,222.27$$

The Trial Balance that we used to convert 12/15 from Softwise shows -37,821.60 in 802.

Additionally, the majority of your Funds were missing the 402 and 802 Control Accounts (on the Trial Balance Reports from Softwise). Typically, the Revenue (402) and Expenditure (802) Control Accounts show the total of the Revenue and Expenditures for the entire fiscal year, so it is quite odd that they showed zero dollar balances. In Softwise, the balances for your funds

were out of balance (Assets not equal to Liabilities). We discussed this at length, and also had some email correspondences regarding this oddity during the initial conversion process. The lack of information in the Control Accounts will require some clean-up on your part; from our correspondences, you were planning to review with your auditor once up and running with BMS. Please let me know if you have any questions for us!

Also, please keep in mind that there were no prior year budgets or current year revenue budgets entered in Softwise, so those were not able to be converted.

### **Budget Prep**

We began Budget Prep training on the 11<sup>th</sup> of February. Please call to continue when you're ready!

### **Conversion Checks**

We have converted the outstanding checks showing in your old software for both claims and payroll.

**\*\*Important Note\*\*** If you should need to cancel (void) any of those converted checks, please contact Black Mountain Software for instruction. An additional JV will need to be posted to move the cancelled amounts from the clearing fund to the appropriate fund.

### **Clearing Funds**

Clearing Funds have been converted to funds 186 and 187. Here are some details on how the clearing funds and outstanding checks were converted:

The Softwise Trial Balance for 12/15 showed 186 620 (warrants payable) at \$286,093.00. BMS Trial Balance for 12/15 shows 186 620 as \$14,488.20.

$\$286,093.00 - \$14,488.20 = \$271,604.80$ , which is exactly equal to the Outstanding Claim Warrants for 12/15.

187 101 (cash) matches to the warrants payable amount in 187.

186 101 (cash) showed \$21,219.52 on the Softwise Trial Balance. BMS shows -\$250,385.28 in 186 101, then \$271,604.80 in 287 101.

$271,604.80 - 250,385.28 = 21,219.52$  (exactly what showed in 186 101 in Softwise)

The outstanding check list for claims matches the warrants payable (620) in your clearing fund 287. The outstanding check list for payroll matches the warrants payable (620) in your clearing fund 286.

### **Projects**

Project date ranges and budgets need to be entered at Codes/Projects. Project controls need to be turned on by marking the project control check box. Project controls are not needed for continuous unbudgeted projects such as rent. This was covered during training as well.

## Vendors

Vendor names and addresses were converted from your old system and need to be confirmed in our system.

Special Note: Vendor 1099 information was not converted. Please be aware you will need to add vendor expenditures that should be included on 1099 forms. Vendor 1099 totals can be increased using the 1099 Vendor Adjustment process. Please contact Black Mountain Software for more information on this process.

## Payroll

We converted employee file information and year-to-date figures for each of your employees. You ran year end reports out of Softwise and used those to fill out a year-to-date spreadsheet that provided us with 2015 year-end totals for all of your employees. We uploaded that information into your payroll software. Since year-to-date totals for each employee were converted you were able to process 2015 W-2's through the payroll application.

There were 2 reconciliation errors that you addressed before you processed the W2's from Black Mountain Software for 2015:

Math Error for employee: ANDERSON, TRAVIS 2 (check: Net Pay + All Non FIT Exempt Deductions = FIT Base)  
Math Error for employee: ANDERSON, TRAVIS 2 (check: Net Pay + ALL Non SS/MED Exempt Deductions = SS Base & MED Base)

We verbally discussed these during training and you believed that these were the result of how a FLEX local deduction was handled in the Softwise program. You decided to leave those reconciliation errors and proceed with printing W2's for 2015.

Before your first payroll each year, you need to update your Payroll application to ensure you have the current Federal Income Tax Tables. Medicare rates, Social Security rates/ceiling and State Income Tax rates need to be updated manually. Please check with the IRS and State Department of Revenue to determine if there have been changes.

The first Payroll cycle, with pay date of January 5<sup>th</sup> 2016, was completed in our system on December 31<sup>st</sup> 2015. The first Direct Deposit ACH file was confirmed as successfully processed through the bank on the 4<sup>th</sup> of January 2016.

## Cash Balancing

We went through Cash Balancing procedures during Accounting training. We are still working on getting the Clearing Funds to match up with the Treasurer for 12/15, but all other funds are balanced. We will be in touch on clearing fund balances as soon as possible.

Carrie, it is truly a pleasure working with you!

Don't hesitate to call with any questions or concerns.

Sincerely,

Carlee Schnase  
Accounting Installation Team Lead

RaLynn Brown  
Support Specialist

# Montana Code Annotated 2014

[Previous Section](#)

[MCA Contents](#)

[Part Contents](#)

[Search](#)

[Help](#)

[Next Section](#)

## **20-6-604. Sale of property when resolution passed after hearing -- appeal procedure. (1)**

Whenever the trustees of a district determine that a site, building, or any other real or personal property of the district is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district, the trustees may sell or otherwise dispose of the real or personal property in accordance with this section and without conforming to the provisions of [20-6-603](#). If a decision to sell or dispose of property is made, the trustees shall adopt a resolution to sell or otherwise dispose of the district real or personal property because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district.

(2) The resolution may not become effective for 14 days after the notice required in subsection (3) is made.

(3) The trustees shall provide notice of the resolution in the manner required for school elections in [20-20-204](#).

(4) A taxpayer may appeal the resolution of the trustees, at any time prior to the effective date of the resolution, to the district court by filing a verified petition with the clerk of the court and serving a copy of the petition upon the district. The petition must set out in detail the objections of the petitioner to the adoption of the resolution or to the disposal of the property. The service and filing of the petition stay the resolution until final determination of the matter by the court. The court shall immediately fix the time for a hearing at the earliest convenient time. At the hearing, the court shall hear the matter de novo and may take testimony as it considers necessary. Its proceedings are summary and informal, and its decision is final.

(5) The trustees of a district that has adopted a resolution to sell or otherwise dispose of district real or personal property and, if appealed, has been upheld by the court shall sell or dispose of the real or personal property in any reasonable manner that they determine to be in the best interests of the district.

(6) The money realized from the sale or disposal of real or personal property of the district must be credited to the debt service fund, building fund, general fund, or other appropriate fund, at the discretion of the trustees.

**History:** En. 75-8205 by Sec. 477, Ch. 5, L. 1971; amd. Sec. 8, Ch. 91, L. 1973; R.C.M. 1947, 75-8205; amd. Sec. 1, Ch. 150, L. 1987; amd. Sec. 3, Ch. 568, L. 1991; amd. Sec. 1, Ch. 144, L. 1997.

# Montana Code Annotated 2014

[Previous Section](#)

[MCA Contents](#)

[Part Contents](#)

[Search](#)

[Help](#)

[Next Section](#)

**20-20-204. Election notice.** (1) (a) When the trustees of a district call a school election, they shall give notice of the election not less than 20 days or more than 30 days before the day of the election by:

- (i) publication of the notice in a newspaper of general circulation if there is one in the district; and
- (ii) posting notices in three public places in the district, provided that in incorporated cities and towns, at least one notice must be posted at a public place in each ward or precinct.

(b) Whenever, in the judgment of the trustees, the best interest of the district will be served by the supplemental publication of the school election notice in a radio or television broadcast, the trustees may cause that notification to be made.

(2) The notice of a school election, unless otherwise required by law, must specify:

- (a) the date and polling places of the election;
- (b) the hours that the polling places will be open;
- (c) each proposition to be considered by the electorate;
- (d) if there are trustees to be elected, the number of positions subject to election and the length of term of each position; and
- (e) where and how absentee ballots may be obtained.

(3) If more than one proposition is to be considered at the same school election, each proposition must be set apart and separately identified in the same notice or published in separate notices.

**History:** En. 75-6409 by Sec. 145, Ch. 5, L. 1971; R.C.M. 1947, 75-6409; amd. Sec. 360, Ch. 571, L. 1979; amd. Sec. 3, Ch. 372, L. 1987; amd. Sec. 3, Ch. 144, L. 1997.

## 2016 Back-to-School Legal Primer - Bozeman



**Start Date** 09/06/2016 09:00 AM  
**End Date** 09/06/2016 04:00 PM  
**Address** Wilson Library, 404 West Main, 2nd Floor. Room 217A. Bozeman, MT

[Register Now >](#)



### 2016 Back-to School Legal Primer - Bozeman

**September 6, 2016**  
**8:30 a.m. - 4:00 p.m.**

**Wilson Library**  
**404 West Main, 2nd Floor, Room 217A**  
**Bozeman, MT**

Back-to-School Legal Primer focuses on employment-related issues, student issues, and effective governance practices. This training is facilitated by MTSBA legal and policy staff who are at the forefront of many of today's problems facing Montana's school districts.

Far too often schools spend valuable time on employment issues that take the focus away from students. This training can help you mitigate certain circumstances before they become issues.

This is a "must attend" for trustees, school administrators, supervisors of employees, and business officials.

**Registration fee: No charge for MTSUIP Members / **\$125 per person** for non-MTSUIP Members**

This event is sponsored with MTSUIP (MTSBA's self-funded, member-governed unemployment insurance program).

#### **MTSBA's Cancellation, No Show and Onsite Registration Policy:**

- If you register and later cancel, either in writing or via email with receipt of such email confirmed in a reply from Carol Will (cwill@mtsba.org) of MTSBA, on or before 5 business days (Saturdays and Sundays excluded) before the workshop:
  - **your registration fee will be refunded less a \$25 administrative fee if you prepaid; or**
  - **you will be charged a \$25 administrative fee and your district will be charged accordingly.**
- A cancellation notice received after the above referenced deadline and/or any no show is **not eligible for a refund or will be charged the full membership fee**, regardless of the underlying reason.
- Onsite registrations will be charged an additional \$25 above and beyond the member registration fee.
- No shows will be charged \$25 for a member benefit event.





July 14, 2016

Donna,

After eleven years with the Montana School Boards Association I have found that my passion for helping schools develop, implement, and maintain sound and current policies has grown each year. Every July, I research my records to see when the last time MTSBA has worked with a district in regards to a comprehensive policy analysis and re-write. In the past I have written letters to the “new” Superintendents of a district explaining MTSBA’s policy services or letting them know that their new district is a part of our policy service and maintenance program. This year I am also contacting each school district that does not show on our records where MTSBA has completed a comprehensive policy revision.

With the constant changing of educational issues (local, state, federal), it is recommended that districts complete a comprehensive policy review (on their own or with the services of MTSBA) every 4-5 years.

As Director of Policy Services for the Montana School Boards Association I would like to familiarize you with our services and to encourage you to consider a policy revision. As the Superintendent of your district it is very important to become familiar with the policies of the district. It is also important that your board, clerk, and building administrators have first hand knowledge of the policies and that the policies reflect the direction and practice of the district.

MTSBA can offer the following service to Gallatin Gateway:

A comprehensive board policy revision and maintenance service that includes two (2) on-site visits, a copy of the completed (revised) policy manual, a CD or thumb drive containing your new manual, and a review of all handbooks, contracts and master agreements. The fee for this service is \$3,000. From the time the customization process is completed, the District will be automatically on MTSBA’s policy maintenance program for five years to maintain the District’s policies on a monthly basis to ensure it meets current local, state, and federal law, with the same custom fit as the original. The maintenance fee will be billed on a prorated basis for the remainder of the fiscal year from the date of the completion of the custom rewrite to the end of the fiscal year (June 30<sup>th</sup>). For the next ensuing fiscal year the District will be billed the maintenance agreement as stated in the contract as a maintenance fee. For every year thereafter, the annual maintenance fee will increase by CPI-U. At the conclusion of the five year period the District and Association, upon mutual agreement of the cost, may extend the maintenance part of the agreement for another five (5) years and beyond if agreed to between the parties.

The maintenance fee schedule is as follows for the program:

School districts with under hundred (200) ANB-----\$600/1<sup>st</sup> year

In subsequent years, the annual maintenance fee will increase by CPI-U only.

If you have any further questions, feel free to give me a call.

Thank you for taking the time out of your busy schedule to read this letter.

Sincerely,

Joe Brott  
Director of Policy Services  
Montana School Boards Association  
Email: [jbrott@mtsba.org](mailto:jbrott@mtsba.org)



## **CUSTOM SMALL SCHOOL POLICY MANUAL AGREEMENT**

### **For districts with an ANB under two-hundred.**

The MONTANA SCHOOL BOARDS ASSOCIATION ("Association") agrees to produce, and the GALLATIN GATEWAY SCHOOL DISTRICT ("District") agrees to purchase, a Custom Policy Manual in accordance with the terms set forth herein.

#### **1. Association Responsibilities**

The Association agrees to provide the following services:

- A. Codification of District policies, according to the Association's policy codification system.
- B. Review, analysis, and editing of codified District policy materials in relation to federal and state law and sound management principles and in comparison with Association policy materials.
- C. A copy of a working draft of the Custom Policy Manual for review by the Board and appropriate administrative staff, containing policies identified as "required", "recommended", or "optional"; that is, those policies which either are required by law or regulation or which, based upon Association staff experience and staff review of the District's existing policies, are necessary for the efficient governance of the District or, are policies the District wants to govern the operation of their District.
- D. Two (2) on-site review sessions (not to exceed 4 hours per session) with the Board and appropriate administrative staff members. Should additional meetings be requested, additional cost will be incurred by the District at five-hundred (\$500) dollars for a half day or one-thousand (\$1,000) dollars for a full day, plus travel expenses.
- E. Final typing, editing, and proofing of the Custom Policy Manual.
- F. A copy of the completed Custom Policy Manual bound in a three-ring, loose-leaf binder, and a CD or thumb drive containing the Custom Policy Manual. Additional copies will be provided at District request and expense.
- G. The Association will add the District's policies to the Association website and provide a password protective link to those policies.

#### **2. District Responsibilities**

The District agrees to provide existing Board policies, administrative regulations, Board bylaws, and other District materials which have policy implications, such as student, staff, and activity handbooks, collective bargaining agreements and employment contracts, and selected Board minutes. Upon completion of the policy revision, the Association will provide a list of recommended changes that should be considered in handbooks and contracts. The changes are the responsibility of the District, unless the District requests such changes to be made by MTSBA at an agreed fee or rate.

3. **Cost**

The District agrees to pay to the Association the sum of THREE THOUSAND AND NO/100 DOLLARS (\$3,000.00), plus actual costs and expenses including travel costs, for the Custom Policy Manual. In addition, the District agrees to pay for any additional copies it requests of the working draft and final Manual. The charge for such additional copies shall be the cost to the Association of producing the same.

One-half (1/2) of the \$3,000 cost, ONE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00), is payable upon execution of this contract. The balance of the charge, plus actual costs and expenses, shall be due and payable upon delivery to the District of the final Custom Policy Manual and a list of recommended changes to District documents as set forth in Paragraph 2 above.

From the time the customization process is completed, the District will be automatically on MTSBA's policy maintenance program for five years to maintain the District's policies on a monthly basis to ensure it meets current local, state, and federal law, with the same custom fit as the original. The maintenance fee will be billed on a prorated basis for the remainder of the fiscal year from the date of completion of the custom rewrite to the end of the fiscal year (June 30<sup>th</sup>). For the next ensuing fiscal year the District will be billed the \$600 as a maintenance fee. For every year thereafter, the annual maintenance fee will increase by CPI-U. At the conclusion of the five year period the District and Association, upon mutual agreement of the cost, may extend the maintenance part of this agreement for another five (5) years and beyond if agreed to between the parties.

4. **Entire Agreement**

This contract constitutes the entire agreement between the District and the Montana School Boards Association with respect to custom policy services and supersedes all such prior agreements, representations, statements, negotiations, and undertakings.

Approved for MTSBA by:

Approved for District by:

\_\_\_\_\_  
Lance L. Melton  
Executive Director  
Montana School Boards Association

\_\_\_\_\_  
Board Chair  
Gallatin Gateway School District

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
District Clerk  
Gallatin Gateway School District

Dated: \_\_\_\_\_