

# July Agenda

## Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Friday, July 15, 2016 at 1:00pm** at the Gallatin Gateway School Board room.

*(All policies mentioned in the agenda 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:** June 27, 2015- regular meeting (GGS Policy #1065 & #1070); **Finance:** Warrants (GGS Policy #7000); Extra-Curricular Expenditure and Reconciliation Report (GGS Policy #7025)

### New Business

Action Items:

RESA4U Multidistrict Agreement

Building Reserve Expenditures:

- Bargreen- Milk Cooler (FY16), Ice Machine (FY17), & Prep Sink for Food Service (FY17)
- Johnson Controls- Pump Replacement (FY16)
- Western Sports Floors- Gym Floor Buff & Recoat (FY16)

Contract Amendments (wage/salary increases for 16-17):

- Superintendent
- Classified Employees- Business Manager, Administrative Secretary, Kitchen Manager, Bus Driver, & Aides

### Annual Board Work Session

Discuss Board process and procedures to include:

- Board Orientation and Review
- Strategic Plan Review and Goal Setting FY16-17
  - <http://www.gallatingatewayschool.com/media/bin/StrategicPlanning/GG%20Strategic%20Plan.pdf>
- Policy Changes and Discussions
  - [http://www.gallatingatewayschool.com/media/bin/Board\\_Policies/GGS%20Policy%20Book%20Adopted%20Aug2012.pdf](http://www.gallatingatewayschool.com/media/bin/Board_Policies/GGS%20Policy%20Book%20Adopted%20Aug2012.pdf)

### Next Meetings:

August 15, 2016 at 5pm - Budget Work Session

August 15, 2016 at 6pm - Regular Meeting and Final FY17 Budget Adoption

### Adjournment

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

---

**Call to Order**

The Board of Trustees of the Gallatin Gateway School District #35 met at 1:00pm on Friday, July 15, 2016 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 1:05pm.

**Trustees Present**

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

**Trustees Absent**

None

**Staff Present**

Travis Anderson, Superintendent; Carrie Fisher, District Clerk

**Others Present**

Laurie Neal

**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**

Motion: Trustee Aaron Schwieterman to approve minutes from June 27, 2016- regular meeting; approve claim warrants #34910-#34979 (VOID: #34874), payroll warrants #75126-#75130 and direct deposits - 89793-89801 (VOID: none); and approve Extra Curricular Recap & Reconciliation as of June 30, 2016 with a balance of \$12,699.25.

Seconded: Vice-Chair Lyn Morton

Public Comment: None

For: Fleury, Francis, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

**Old Business**

2016-2017 Student/Parent Handbook

Vice Chair Lyn Morton noted that the handbook revisions are underway. District Clerk Carrie Fisher will send Trustee Morton a copy of the 2015-2016 Student/Parent Handbook via email that was adopted in August 2016. Superintendent Anderson will schedule a parent/community meeting to review and revise the handbook prior to the August regular meeting.

## **NEW BUSINESS**

### RESA4U Multidistrict Agreement

Superintendent Anderson provided the Board information about the services covered under the multi-district agreement.

Motion: Vice Chair Lyn Morton to approve the RESA4U Multidistrict Agreement for 2016-2017.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

### Building Reserve Expenditures

The Board reviewed and discussed the recommendation from the Business Manager regarding the expenditure request from the Building Reserve Fund.

Motion: Vice Chair Lyn Morton to approve expenditures for milk cooler (FY16), ice machine (FY17), prep sink with installation (FY17), pump replacement (FY16), and gym floor buff and recoat (FY16) from the Building Reserve Fund for the designated fiscal years.

Seconded: Trustee Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

### Contract Amendments for 2016-2017

Motion: Trustee Christie Francis to amend the contracts for the superintendent and classified employees to reflect the 3% salary increase and district contribution to insurance (\$584) as applicable.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Fleury, Francis, Morton, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

### Annual Board Work Session

#### *Board Orientation & Review*

Open Meeting Law- Board Chair Donna Shockley led the discussion regarding open meeting laws and how they affect the District.

Agenda, Minutes, Board Packets & Meeting Procedures- The Board discussed agenda format, minutes and public comment, and meeting procedures. The Board discussed the following for the next year:

1. Adding more discussion items to the agenda and planning ahead to allow for more discussions prior to the Board voting on the items
2. Move discussion items to the beginning of new business
3. Add the next meeting to the agendas
4. Have chrome books available for the public to view board packet
5. Superintendent's Report
6. Superintendent will invite teachers to make presentations on data and/or lesson development as appropriate
7. The annual agenda will be added to the District home page with the Board meeting dates adopted for the 16-17 school year
8. Move the Special Work Session in June to July- Annual Board Orientation and Training and Strategic Plan Review
9. Move "Inspect facility/playground" from the regular meeting to a special work session in September

10. Move "Review Handbook Revisions" from September special work session to regular meeting in August
11. Remove the category at the top "Regular Work Session" because the Board no longer holds regular work sessions
12. Move "Annual Review of Safety Plan" from May to December each year

Board Committees- The Board reviewed current committees: Facility Advisory Committee, Labor/Management Committee, Negotiations Committee (IBB), Growth Committee, audit committee, superintendent hiring committee. Board Chair Shockley noted that some are active and some are inactive.

Board Communications- The Board would like to form better relationships with the staff and may sit in on staff meetings, PIR days, and visit other school activities and classrooms. Board Chair Shockley also addressed Board regarding inter-board communications via phone, text, or email. Superintendent Anderson will communicate with the Board Chair regarding day-to-day informational items and the Board Chair will forward that information on to the other members as necessary. The Board also discussed the chain of command and complaint procedure.

Public Comment: Laurie Neal

#### *Strategic Plan Review and Goal Setting FY16-17*

The Board reviewed and discussed the Strategic Plan.

The Board began discussions regarding goal setting. Board Chair Shockley will draft goals and action plans. The goals will be presented to the Board at the August 15, 2016 meeting for discussion and adoption. The Board will review the goals during a work session in conjunction with their budget work session. The meeting will begin at 4:30pm.

Public Comment: Laurie Neal

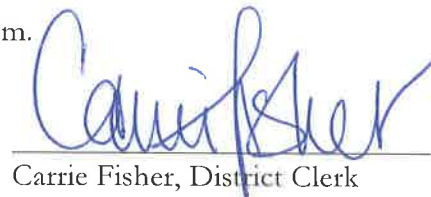
#### Next meeting: August 15, 2016- Work Session and August 15, 2016- Regular Meeting

The Board will meet on August 15, 2016 at 4:30pm for a work session to discuss the 16-17 goals and the FY17 General Fund Budget. The regular meeting will begin at 6pm.

#### **Adjournment**

Board Chair Donna Shockley adjourned the meeting at 5:17pm.

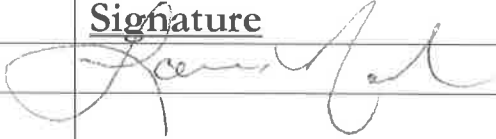
  
Donna Shockley, Board Chair

  
Carrie Fisher, District Clerk

# Special Meeting

July 15, 2016

Sign-in Sheet

Name- please print	Signature
1. <i>Laurie Neal</i>	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	



**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: July 15, 2016**

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

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

# 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: July 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:  
34910-34979

Voided Claim (A/P) Warrant #'s:  
5134874- Commercial Lighting- items returned for full refund/credit

### FY17

Payroll Warrant #'s:  
75126-75130

Direct Deposits/ACH #'s:  
89793-89801

Voided Payroll Warrant #'s:  
None

Thank you.

# Accounts Payable Claims

07/01/16  
15:32:45

FY16

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

Page: 1 of 6  
Report ID: AP100W

Over spent expenditure

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
34910S	965 (SWMSS) SOUTHWEST MONTANA							
	264	1,902.00						
1	2223 04/01/16 SWMSS MEMBERSHIP	402.00	16-093	101		100-2300	810	
2	2223 04/01/16 MECC MEMBERSHIP	1,500.00	16-093	101		100-2300	810	
	<b>Total Check:</b>	<b>1,902.00</b>						
34911S	36 ALLEGRA							
	251	99.95						
1	239733 07/01/16 CAUGHT YA BEING GOOD CARDS	99.95*	16-097	101		100-2120	610	
	<b>Total Check:</b>	<b>99.95</b>						
34912S	38 ALLPORT EDITIONS							
	232	915.26						
1	00106074 06/30/16 HANDWRITING WORKBOOKS	915.26*	16-054	115		100-1000	640	130
	<b>Total Check:</b>	<b>915.26</b>						
34913S	46 AMAZON.COM CREDIT SERVICES							
	234	2,872.26						
1	06/30/16 BOOK STAND	100.44*	16-066	101		280-1000	610	
2	06/30/16 NOVELS (HATCHET)	90.00*	16-067	115		100-1000	640	115
3	06/30/16 LIBRARY BOOKS- MT HISTORY	74.13*	16-070	115		100-1000	640	160
4	06/30/16 LIBRARY BOOKS	364.07*	16-070	101		100-2225	640	
5	06/30/16 LIBRARY BOOKS	1,129.21*	16-071	101		100-2225	640	
6	06/30/16 LIBRARY BOOKS	29.98*	16-071	101		100-2225	640	
7	06/30/16 LIBRARY BOOKS	19.03*	16-071	101		100-2225	640	
8	06/30/16 LIBRARY BOOKS	19.81*	16-071	101		100-2225	640	
9	06/30/16 LIBRARY BOOKS	59.49*	16-071	101		100-2225	640	
10	06/30/16 LIBRARY BOOKS	14.86*	16-071	101		100-2225	640	
11	06/30/16 LIBRARY BOOKS	18.09*	16-071	101		100-2225	640	
12	06/30/16 LIBRARY BOOKS	12.30*	16-071	101		100-2225	640	
13	06/30/16 LIBRARY BOOKS	817.18*	16-071	101		100-2225	640	
14	06/30/16 LIBRARY BOOKS	45.40*	16-071	101		100-2225	640	
15	06/30/16 LIBRARY BOOKS	25.00*	16-071	101		100-2225	640	
16	06/30/16 LIBRARY BOOKS	29.78*	16-071	101		100-2225	640	
17	06/30/16 LIBRARY BOOKS	23.49*	16-071	101		100-2225	640	
	<b>Total Check:</b>	<b>2,872.26</b>						
34914S	51 AMERICAN LIBRARY ASSOCIATION - ALA							
	270	95.00						
1	06/30/16 POSTERS FOR LIBRARY	95.00*	16-056	101		100-2225	610	
	<b>Total Check:</b>	<b>95.00</b>						



07/01/16  
15:32:45

**FY16**

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

Page: 2 of 6  
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	
34915S	102 BARGREEN ELLINGSON							
260		2,179.32						
1	06/30/16 MILK COOLER	941.45*	16-078	115		910-3100	660 212	
2	06/30/16 MILK COOLER	1,237.87*	16-078	161		910-3100	660	
	<b>Total Check:</b>	<b>2,179.32</b>						
34916S	132 BLACK MOUNTAIN SOFTWARE							
254		1,620.00						
1	21191 06/30/16 CREDIT CARD MANAGER MODULE	1,620.00*	16-049	115		100-2500	680 170	
	<b>Total Check:</b>	<b>1,620.00</b>						
34917S	169 BRAIN POP							
247		380.00						
1	06/30/16 BRAINPOP JR. SUBSCRIPTION	160.00	16-068	128		100-1000	680	
2	06/30/16 BRAIN POP SUBSCRIPTION	220.00	16-068	128		100-1000	680	
	<b>Total Check:</b>	<b>380.00</b>						
34918S	222 CDW GOVERNMENT, INC.							
231		7,122.19						
1	06/30/16 Koss Headsets- Tech Lab	253.92*	16-033	101		100-1000	610	
2	06/30/16 Rosio Creator NXT	83.73*	16-031	101		100-1000	680	
3	06/30/16 Projector/Speakers- 4th grade	1,797.00*	16-030	101		100-1000	660	
4	06/30/16 Monitor- 8th grade	67.54*	16-047	101		100-1000	660	
5	06/30/16 Chromebooks- Middle School	2,253.00*	16-031	115		412-1000	660 412	
6	06/30/16 Chromebooks- Middle School	1,000.00*	16-031	115		100-1000	660 145	
7	06/30/16 Chromebooks- Middle School	1,067.00*	16-031	128		100-1000	660	
8	06/30/16 Chromebooks-EDU Console Licens	600.00	16-031	128		100-1000	680	
	<b>Total Check:</b>	<b>7,122.19</b>						
34919S	229 CENTURYLINK							
267		10.61						
1	1379185943 06/19/16 PHONE SERVICES	7.96*		101		100-2600	531	
2	1379185943 06/19/16 PHONE SERVICES	2.65*		110		100-2600	531	
	<b>Total Check:</b>	<b>10.61</b>						
34920S	326 DEMCO							
235		753.35						
1	06/30/16 BOOK REPAIR SUPPLIES	753.35*	16-072	101		100-2225	610	
	<b>Total Check:</b>	<b>753.35</b>						
34921S	416 FLINN SCIENTIFIC INC							
258		548.82						
1	06/30/16 MIDDLE SCHOOL SCIENCE SUPPLIES	548.82*	16-085	101		100-1000	610	
	<b>Total Check:</b>	<b>548.82</b>						

07/01/16  
15:32:45

**FY16**

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

Page: 3 of 6  
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
34922S	419 FOLLETT EDUCATIONAL SERVICES					
	268	760.32				
<u>1</u>	06/30/16 2ND- MATH WORKBOOK	146.48*	16-102	115	100-1000	640 145
<u>2</u>	06/30/16 3RD- MATH WORKBOOK	169.28*	16-102	115	100-1000	640 145
<u>3</u>	06/30/16 4TH- MATH WORKBOOK	207.28*	16-102	115	100-1000	640 145
<u>4</u>	06/30/16 5TH- MATH WORKBOOK	237.28*	16-102	115	100-1000	640 145
	<b>Total Check:</b>	<b>760.32</b>				
34923S	1293 GALLUP, INC					
	241	249.75				
<u>1</u>	300079518 06/30/16 STRENGTH EXPLORER ACCESS CO	249.75*	16-079	101	100-2120	610
	<b>Total Check:</b>	<b>249.75</b>				
34924S	542 HOUGHTON MIFFLIN HARCOURT					
	253	1,040.40				
<u>1</u>	06/30/16 ITBS TESTING MATERIALS	1,040.40*	16-083	101	100-1000	610
	<b>Total Check:</b>	<b>1,040.40</b>				
34925S	545 HOUSE OF CLEAN					
	259	1,950.87				
<u>1</u>	166119 06/30/16 SUPPLIES	1,950.87*	16-045	101	100-2600	610
	<b>Total Check:</b>	<b>1,950.87</b>				
34926S	589 JOHNSON CONTROLS					
	261	1,219.31				
<u>1</u>	06/30/16 PUMP REPLACEMENT- PUMP 1 MOTOR	1,219.31	16-050	161	100-2600	660
	<b>Total Check:</b>	<b>1,219.31</b>				
34927S	593 JONES SCHOOL SUPPLY CO INC					
	236	99.49				
<u>1</u>	06/30/16 SCIENCE FAIR SUPPLIES -1ST GRA	99.49*	16-073	101	100-1000	610
	<b>Total Check:</b>	<b>99.49</b>				
34928S	1294 LEGO EDUCATION					
	249	2,349.59				
<u>1</u>	06/29/16 LEGO CORE SET	2,349.59*	16-037	128	100-1000	660
	<b>Total Check:</b>	<b>2,349.59</b>				
34929S	668 LOYOLA PRESS					
	256	1,229.31				
<u>1</u>	06/30/16 MIDDLE SCHOOL ENGLISH BOOKS	982.82*	16-057	115	100-1000	640 130
<u>2</u>	06/30/16 3RD GRADE ENGLISH WORKBOOKS	246.49*	16-057	115	100-1000	640 130
	<b>Total Check:</b>	<b>1,229.31</b>				

07/01/16  
15:32:45

**FY16**

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

Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34930S	1295 MADISON MECHANIX, LLC					
	266	1,832.65				
1	1045 06/30/16 BUS SERVICE & LABOR	1,832.65*		110	100-2700	440
	<b>Total Check:</b>	<b>1,832.65</b>				
34931S	688 MASTERCARD					
	237	117.61				
1	06/30/16 MT LIBRARY ASSOC.- MEMBERSHIP	55.00*	16-074	101	100-2225	810
2	06/30/16 PRIMARY CONCEPTS- WORD BOOK-JO	62.61*	16-075	115	100-1000	640 115
	<b>Total Check:</b>	<b>117.61</b>				
34932S	747 MONTANA COOPERATIVE SERVICES					
	263	165.00				
1	1114 01/01/16 ANNUAL MCS MEMBERSHIP RENEWAL	165.00	16-092	101	100-2300	810
	<b>Total Check:</b>	<b>165.00</b>				
34933S	804 MT SCHOOLS PROPERTY & LIABILITY					
	244	19,095.00				
1	FY17 06/20/16 RENEWAL PREMIUM	13,366.50*		101	100-2600	520
2	FY17 06/20/16 RENEWAL PREMIUM	5,728.50*		110	100-2700	520
	<b>Total Check:</b>	<b>19,095.00</b>				
34934S	806 MTSBA - MONTANA SCHOOL BOARD					
	245	2,277.00				
1	31151 05/31/16 DUES AND INSURANCE	2,277.00	16-090	101	100-2300	810
	<b>Total Check:</b>	<b>2,277.00</b>				
34935S	938 PTM DOCUMENT SYSTEMS					
	240	460.00				
1	1550TT 06/30/16 BAR CODE LABELS FOR LIBRARY	460.00*	16-077	101	100-2225	610
	<b>Total Check:</b>	<b>460.00</b>				
34936S	957 REALLY GOOD STUFF					
	271	182.17				
1	06/30/16 2ND GRADE SUPPLIES	182.17*	16-059	101	100-1000	610
	<b>Total Check:</b>	<b>182.17</b>				
34937S	962 RENAISSANCE LEARNING, INC.					
	246	4,231.25				
1	INV4254100 06/30/16 STAR & AR SUBSCRIPTION REN	4,231.25*	16-042	101	100-1000	680
	<b>Total Check:</b>	<b>4,231.25</b>				

07/01/16  
15:32:45

FY16

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

Page: 5 of 6  
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	
34938S	1009 SCHOLASTIC INC.							
	239	244.83						
1	06/30/16 1ST/2ND SUBSCRIPTION	111.01*	16-087	115		100-1000	650 115	
2	06/30/16 1ST/2ND SUBSCRIPTION	133.82*	16-087	101		100-1000	650	
	<b>Total Check:</b>	<b>244.83</b>						
34939S	1010 SCHOOL ADMINISTRATORS OF MONTANA							
	250	425.00						
1	FY17 06/30/16 MAEMSP/NAESP MEMBERSHIP	425.00*	16-052	101		100-2400	810	
	<b>Total Check:</b>	<b>425.00</b>						
34940S	1013 SCHOOL HEALTH CORPORATION							
	257	157.34						
1	06/30/16 PRIMARY CLINIC SUPPLIES	157.34*	16-086	115		100-2131	610 145	
	<b>Total Check:</b>	<b>157.34</b>						
34941S	1018 SCHOOL SPECIALTY INC.							
	269	2,826.07						
1	06/30/16 1ST GRADE SUPPLIES	54.78*	16-027	101		100-1000	610	
2	06/30/16 OFFICE SUPPLIES	600.90*	16-035	101		100-2400	610	
3	06/30/16 INSTRUCTIONAL SUPPLIES	1,000.00*	16-035	101		100-1000	610	
4	06/30/16 OFFICE SUPPLIES	640.79*	16-036	101		100-2400	610	
5	06/30/16 BUSINESS OFFICE SUPPLIES	529.60*	16-053	101		100-2500	610	
	<b>Total Check:</b>	<b>2,826.07</b>						
34942S	1056 SMITHSONIAN							
	262	19.00						
1	06/30/16 SMITHSONIAN RENEWAL-8TH GRADE	19.00*	16-091	115		100-1000	650 145	
	<b>Total Check:</b>	<b>19.00</b>						
34943S	1058 SNA - SCHOOL NUTRITION ASSOCIATION							
	265	37.50						
1	616423 06/30/16 SNA MEMBERSHIP RENEWAL	34.00*	16-094	112		910-3100	810	
2	616423 06/30/16 SNA STATE MEMBERSHIP RENEWAL	3.50*	16-094	112		910-3100	810	
	<b>Total Check:</b>	<b>37.50</b>						
34944S	1098 SUBSCRIPTION SERVICES OF AMERICA							
	252	170.85						
1	06/30/16 MAGAZINE SUBSCRIPTIONS	170.85*	16-084	101		100-2225	650	
	AMERICAN GIRL, DISCOVERY GIRL, NATIONAL GEOGRAPHIC, NATIONAL GEOGRAPHIC KIDS, SPORTS ILLUSTRATED KIDS, & HIGHLIGHTS FOR CHILDREN							
	<b>Total Check:</b>	<b>170.85</b>						

07/01/16  
15:32:45

**FY16**

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

\* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct./Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34945S	1100 SUMMIT PRODUCTS					
	248	1,356.05				
1	16597 06/30/16 DOG TAGS-ACCELERATED READER	267.20*	16-096	101	100-2225	610
2	16597 06/30/16 DOG TAGS- GATOR WAY	556.85*	16-096	101	100-2120	610
3	16597 06/30/16 DOG TAGS- ATTENDANCE/HONOR ROL	532.00*	16-096	101	100-2111	610
	<b>Total Check:</b>	<b>1,356.05</b>				
34946S	1138 THE LIBRARY STORE INC					
	242	297.73				
1	06/30/16 BOOK REPAIR SUPPLIES	297.73*	16-081	101	100-2225	610
	<b>Total Check:</b>	<b>297.73</b>				
34947S	1165 TIME FOR KIDS					
	238	236.38				
1	06/30/16 3RD/4TH GRADE SUBSCRIPTION	236.38*	16-076	115	100-1000	650 115
	<b>Total Check:</b>	<b>236.38</b>				
34948S	1243 WESTERN SPORT FLOORS LLC					
	255	1,827.50				
1	320 06/24/16 GYM FLOOR BUFF & RECOAT	1,827.50	16-041	161	100-2600	440
	<b>Total Check:</b>	<b>1,827.50</b>				
34949S	1260 WORLD BOOK, INC					
	233	255.75				
1	000516548 06/30/16 WORLD BOOK ONLINE SUBSCRIPT	255.75*	16-065	101	100-2225	680
	<b>Total Check:</b>	<b>255.75</b>				
34950S	1267 ZANER-BLOSER, INC					
	243	816.96				
1	06/30/16 WORD WISE WORKBOOKS-LITERATURE	816.96*	16-080	115	100-1000	640 130
	<b>Total Check:</b>	<b>816.96</b>				
	<b># of Claims</b>	<b>41</b>	<b>Total:</b>		<b>64,429.44</b>	

07/05/16  
14:54:08

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

Page: 1 of 2  
Report ID: AP100W

\* ... Over spent expenditure

*FY16*

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34951S	46 AMAZON.COM CREDIT SERVICES					
	277	602.88				
1	06/30/16 LIBRARY BOOKS- STUDENT INTERES	453.46*	16-100	101	100-2225	640
2	06/30/16 LIBRARY BOOKS- STUDENT INTERES	149.42*	16-100	101	100-2225	640
	<b>Total Check:</b>	<b>602.88</b>				
34952S	222 CDW GOVERNMENT, INC.					
	281	958.95				
1	DKV2351 06/17/16 HDMI CABLE	8.47*		101	100-2400	610
2	DLK9590 06/17/16 COMPUTER AND LED MONITOR	950.48*		101	100-2400	660
	<b>Total Check:</b>	<b>958.95</b>				
34953S	326 DEMCO					
	280	144.29				
1	P0043368 06/30/16 LIBRARY SUPPLIES	144.29*	16-068	101	100-2225	610
	<b>Total Check:</b>	<b>144.29</b>				
34954S	399 FARONICS					
	272	225.00				
1	INUS015976 06/29/16 DEEP FREEZE RENEWAL	225.00	16-038	128	100-1000	680
	<b>Total Check:</b>	<b>225.00</b>				
34955S	419 FOLLETT EDUCATIONAL SERVICES					
	275	756.80				
1	06/30/16 1ST GRADE- PHONICS	430.00*	16-105	101	100-1000	640
2	06/30/16 2ND GRADE- PHONICS	258.00*	16-105	101	100-1000	640
3	06/30/16 PHONICS BOOKS- S&H	68.80*	16-105	101	100-1000	640
	<b>Total Check:</b>	<b>756.80</b>				
34956S	441 GALLATIN GATEWAY WATER & SEWER					
	273	18.00				
1	1802 06/30/16 BENEFITED LOT CHARGE	18.00		101	100-2600	421
	<b>Total Check:</b>	<b>18.00</b>				
34957S	688 MASTERCARD					
	274	1,776.00				
1	06/30/16 RAINBOW RESOURCES	459.00*	16-101	101	100-1000	640
	1ST GRADE- MAPS, GLOBES, & GRAPHS					
2	06/30/16 RAINBOW RESOURCES	263.40*	16-101	101	100-1000	640
	2ND GRADE- MAPS, GLOBES, & GRAPHS					
3	06/30/16 RAINBOW RESOURCES	439.00*	16-101	101	100-1000	640
	3RD GRADE- MAPS, GLOBES & GRAPHS					
4	06/30/16 RAINBOW RESOURCES	614.60*	16-101	101	100-1000	640
	4TH GRADE- MAPS, GLOBES, & GRAPHS					
	<b>Total Check:</b>	<b>1,776.00</b>				

07/05/16  
14:54:08

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

Page: 2 of 2  
Report ID: AP100W

\* ... Over spent expenditure

**FY16**

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
34958S	701 MCGRAW-HILL SCHOOL EDUCATION						
	279	2,913.20					
1	06/30/16 4TH/5TH SRA WORKBOOKS	1,055.40*	16-103	101		100-1000	640
2	06/30/16 3RD GRADE SRA WORKBOOKS	1,857.80*	16-103	101		100-1000	640
	<b>Total Check:</b>	<b>2,913.20</b>					
34959S	835 NCS PEARSON						
	282	1,040.00					
1	06/30/16 AIMSWEB RENEWAL	500.00	16-109	128		100-1000	680
2	06/30/16 AIMSWEB RENEWAL	250.00*	16-109	115		100-1000	680 170
3	06/30/16 AIMSWEB RENEWAL	290.00*	16-109	101		100-1000	680
	<b>Total Check:</b>	<b>1,040.00</b>					
34960S	957 REALLY GOOD STUFF						
	276	151.52					
1	06/30/16 1ST GRADE- SUPPLIES	151.52*	16-060	101		100-1000	610
	<b>Total Check:</b>	<b>151.52</b>					
34961S	1018 SCHOOL SPECIALTY INC.						
	278	632.27					
1	06/30/16 SPECIAL ED SUPPLIES	330.85*	16-043	101		280-1000	610
2	06/30/16 1ST GRADE- SUPPLIES	301.42*	16-028	101		100-1000	610
	<b>Total Check:</b>	<b>632.27</b>					
	<b># of Claims</b>	<b>11</b>	<b>Total:</b>	<b>9,218.91</b>			

07/05/16  
16:13:08

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

\* ... Over spent expenditure

**FX16**

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34962S	46 AMAZON.COM CREDIT SERVICES					
284		328.75				
1	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	24.13*	16-099	101	100-2225	640
2	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	7.20*	16-099	101	100-2225	640
3	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	8.87*	16-099	101	100-2225	640
4	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	5.59*	16-099	101	100-2225	640
5	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	4.00*	16-099	101	100-2225	640
6	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	7.96*	16-099	101	100-2225	640
7	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	253.53*	16-099	101	100-2225	640
8	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	4.00*	16-099	101	100-2225	640
10	06/30/16 LIBRARY BOOKS- CURR. RESOURCES	13.47*	16-099	101	100-2225	640
	<b>Total Check:</b>	<b>328.75</b>				
34963S	222 CDW GOVERNMENT, INC.					
283		622.05				
1	06/30/16 CHARGING CABINET	622.05	16-108	117	610-1000	610
	<b>Total Check:</b>	<b>622.05</b>				
34964S	688 MASTERCARD					
287		41.90				
1	235167449 06/30/16 FLY TYER MAGAZINE RENEWAL	41.90*	16-055	101	100-2225	650
288		540.36				
1	05/27/16 MSU CONFERENCE SERVICES- MBI	100.00		101	100-1000	582
2	06/06/16 BUDGET BOUQUET- 8TH GRADUATION	109.00*		101	100-1000	610
3	06/06/16 WALMART- 8TH GRAD CAKE	66.54*		101	100-1000	610
4	06/06/16 ALBERTSONS- 8TH GRAD BALLOONS	96.29*		101	100-1000	610
5	06/06/16 STAPLES	8.99*		101	100-1000	610
6	06/14/16 BUFFALO BUMP PIZZA	48.45*		101	100-2400	581
	INTERVIEW TEAM LUNCH					
7	06/14/16 FARMHOUSE CAFE	84.05*		101	100-2400	581
	INTERVIEW TEAM LUNCH					
8	06/14/16 CREDIT VOUCHER- MSU CONFERENCE	-4.00		101	100-1000	582
9	06/30/16 FINANCE CHARGES	31.04*		115	100-2500	810 145
	<b>Total Check:</b>	<b>582.26</b>				
34965S	957 REALLY GOOD STUFF					
285		336.34				
1	06/30/16 KINDERGARTEN- SUPPLIES	186.35*	16-061	101	100-1000	610
2	06/30/16 KINDERGARTEN- SUPPLIES	149.99*	16-062	101	100-1000	610
	<b>Total Check:</b>	<b>336.34</b>				



07/05/16  
16:13:08

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

Page: 2 of 2  
Report ID: AP100W

\* Over spent expenditure

FY16

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
34966S	1018 SCHOOL SPECIALTY INC.						
	286	1,737.43					
1	06/30/16 2ND GRADE- SUPPLIES	196.93*	16-046	101		100-1000	610
2	06/30/16 4TH GRADE- SUPPLIES	113.52*	16-029	101		280-1000	610
3	06/30/16 4TH GRADE- SUPPLIES	1,426.98*	16-029	101		100-1000	610
	<b>Total Check:</b>	<b>1,737.43</b>					
	<b># of Claims</b>	<b>6</b>	<b>Total:</b>				<b>3,606.83</b>

07/05/16  
17:36:30

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

Page: 1 of 1  
Report ID: AP100W

\* ... Over spent expenditure

**FY16**

Warrant Claim	Vendor #/Name	Amount	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
34967S	222 CDW GOVERNMENT, INC.							
	295	1,625.00						
1	06/30/16 MS OFFICE STANDARD 2016	1,625.00*	16-111	115		100-1000	680	650
	<b>Total Check:</b>	<b>1,625.00</b>						
34968S	576 IXL LEARNING							
	290	1,375.00						
1	06/30/16 IXL- MATH & ELA	1,375.00*	16-106	101		100-1000	680	
	<b>Total Check:</b>	<b>1,375.00</b>						
34969S	637 L4U LIBRARY SOFTWARE							
	291	854.00						
1	06/30/16 SOFTWARE RENEWAL W/ CHECKMARC	854.00*	16-069	101		100-2225	680	
	<b>Total Check:</b>	<b>854.00</b>						
34970S	688 MASTERCARD							
	294	60.95						
1	06/30/16 ARK THERAPEUTIC	60.95*	16-058	101		280-1000	610	
	<b>Total Check:</b>	<b>60.95</b>						
34971S	895 PEARSON EDUCATION							
	289	2,204.77						
1	06/30/16 2ND GRADE MATH WORKBOOKS	999.28*	16-104	101		100-1000	640	
2	06/30/16 1STGRADE MATH WORKBOOKS	999.28*	16-104	101		100-1000	640	
3	06/30/16 3RD GRADE SS WORKBOOKS	206.21*	16-104	101		100-1000	640	
	<b>Total Check:</b>	<b>2,204.77</b>						
34972S	957 REALLY GOOD STUFF							
	292	471.56						
1	06/30/16 4th/5th GRADE SUPPLIES	471.56*	16-063	101		100-1000	610	
	<b>Total Check:</b>	<b>471.56</b>						
34973S	1018 SCHOOL SPECIALTY INC.							
	293	1,060.69						
1	06/30/16 5TH GRADE SUPPLIES	46.12*	16-064	101		100-1000	610	
2	06/30/16 KINDERGARTEN SUPPLIES	437.22*	16-068	101		100-1000	610	
3	06/30/16 3RD GRADE SUPPLIES	577.35*	16-034	101		100-1000	610	
	<b>Total Check:</b>	<b>1,060.69</b>						
<b># of Claims</b>		<b>7</b>	<b>Total:</b>	<b>7,651.97</b>				

07/05/16  
17:57:30

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

Page: 1 of 1  
Report ID: AP100W

\* ... Over spent expenditure **FY16**

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34974S	222 CDW GOVERNMENT, INC.					
	296	19,950.00				
1	06/30/16 TECH LAB COMPUTERS	1,000.00*	16-110	115	100-1000	660 137
2	06/30/16 TECH LAB COMPUTERS	500.00*	16-110	115	100-1000	660 650
3	06/30/16 TECH LAB COMPUTERS	1,000.00*	16-110	115	100-1000	660 145
4	06/30/16 TECH LAB COMPUTERS	1,500.00*	16-110	101	100-1000	660
5	06/30/16 TECH LAB COMPUTERS	15,950.00	16-110	117	610-1000	660
	<b>Total Check:</b>	<b>19,950.00</b>				
34975S	688 MASTERCARD					
	298	264.94				
1	183704 06/30/16 FINDAWAY WORLD, LLC PLAYAWAYS- ONE CLASS @ TIME FUNDS	250.00*	16-095	115	100-1000	610 153
2	183704 06/30/16 FINDAWAY WORLD, LLC	14.94*	16-095	101	100-1000	610
	<b>Total Check:</b>	<b>264.94</b>				
34976S	1018 SCHOOL SPECIALTY INC.					
	297	1,751.91				
1	06/30/16 ART SUPPLIES	1,222.31*	16-039	115	100-1000	610 137
2	06/30/16 RECESS PACKS	529.60*	16-040	101	100-1000	610
	<b>Total Check:</b>	<b>1,751.91</b>				
	<b># of Claims</b>	<b>3</b>	<b>Total:</b>			<b>21,966.85</b>

07/05/16  
18:19:50

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

Page: 1 of 1  
Report ID: AP100W

\* ... Over spent expenditure

*FY14*

Warrant Claim	Vendor #/Name	Amount	Acct./Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
34977S	688 MASTERCARD					
	301	84.80				
1	24588 06/30/16 BARE BOOKS- TREE TOP PUBLISHIN	84.80*	16-088	115	100-1000	610 137
	2ND GRADE- BARE BOOKS & BARE CALENDAR SET					
	<b>Total Check:</b>	<b>84.80</b>				
34978S	895 PEARSON EDUCATION					
	299	242.74				
1	06/30/16 KBIT TEST MATERIALS	242.74*	16-082	101	100-2123	610
	<b>Total Check:</b>	<b>242.74</b>				
34979S	1018 SCHOOL SPECIALTY INC.					
	300	1,844.64				
1	06/30/16 LAMINATOR	922.32*	16-115	115	100-1000	660 137
2	06/30/16 LAMINATOR	422.32*	16-115	115	100-1000	660 145
3	06/30/16 LAMINATOR	500.00*	16-115	101	100-1000	660
	<b>Total Check:</b>	<b>1,844.64</b>				
	<b># of Claims</b>	<b>3</b>	<b>Total:</b>	<b>2,172.18</b>		

# 2015-2016 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2015	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account 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



## RESA4U Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this 15<sup>th</sup> day of JULY, 2010 by and between the Board of Trustees of Gallatin Gateway Public School ("the District") and the other participants in the Montana Regional IV Educational Service Agency (RESA4U) Multidistrict Cooperative.

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, the Board of Trustees has previously approved of the District's participation in the Montana Region IV Educational Service Agency (RESA4U) Multidistrict Cooperative, together with the Addendum to the RESA4U Multidistrict Agreement approved in 2013;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, as is now required by §20-3-363, MCA, a multidistrict agreement must specify terms upon which a district may exit the multidistrict cooperative.

WHEREAS, as is now clarified by §20-3-363, MCA, the District may transfer funds into the interlocal cooperative fund from the District's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in addition to the terms and conditions set forth in the RESA4U Multidistrict Agreement previously approved by the District, the District understands and agrees that the RESA4U Multidistrict Cooperative has and will continue to collaborate and work with Southwest Montana School Services, a Montana Non-Profit Corporation and 501(c)(3) in enhancing and maximizing the flexibility and efficiency of the participating school districts and in providing programs and services to and for the benefit of participants in the RESA4U Multidistrict Cooperative. As a condition of participation in the RESA4U Multidistrict Cooperative, the District will be a member of

Southwest Montana School Services and pay annual dues to Southwest Montana School Services in accordance with the dues structure established by Southwest Montana School Services. The payment of dues to Southwest Montana School Services is intended to be used to fund the operational expenses of Southwest Montana School Services and to provide dues-based services to the members of the RESA4U Multidistrict Cooperative. The District will be invoiced for dues payable to Southwest Montana School Services with such dues payment due no later than July 15. Should the District contract directly with Southwest Montana School Services for certain programs and services that are not included as a dues-based service of Southwest Montana School Services, the District will be invoiced separately for such programs and services provided by Southwest Montana School Services.

WHEREAS, in accordance with section 20-9-703, MCA, Bozeman High School is hereby designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To continue the District's participation in the RESA4U Multidistrict Cooperative for the purpose of jointly coordinating and purchasing professional development, computer hardware and software, supplies and anything else the RESA4U board determines to be beneficial for the participating Districts;
2. To create/or utilize the existing interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. WHEREAS, in accordance with the previously approved RESA4U Multidistrict Agreement, the District understands and agrees that the RESA4U Multidistrict Cooperative has and will continue to collaborate and work with Southwest Montana School Services, a Montana Non-Profit Corporation and 501(c)(3) in enhancing and maximizing the flexibility and efficiency of the participating school districts and in providing programs and services to and for the benefit of participants in the RESA4U Multidistrict Cooperative. As a condition of participation in the RESA4U Multidistrict Cooperative, the District will be a member of Southwest Montana School Services and pay annual dues to Southwest Montana School Services in accordance with the dues structure established by Southwest Montana School Services. The payment of dues to Southwest Montana School Services is intended to be used to fund the operational expenses of Southwest Montana School Services and to provide dues-based services to the members of the RESA4U Multidistrict Cooperative. The District will be invoiced for dues payable to Southwest Montana School Services with such dues payment due no later than July 15. Should the District contract directly with Southwest Montana School Services for certain programs and services that are not included as a dues-based service

of Southwest Montana School Services, the District will be invoiced separately for such programs and services provided by Southwest Montana School Services.

4. The Bozeman High School District #7 is designated as the prime agency and as such shall establish a non-budgeted interlocal cooperative fund for the purpose of receiving the funds transferred from the participating districts and conducting the financial administration of this Multidistrict Agreement.

5. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.

6. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.

7. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

8. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.

9. The term of this Agreement shall be from July 1, 2016 to June 30, 2019. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.

10. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.

11. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement. The Participating Districts will be provided with a monthly accounting summary of expenditures from the prime agency.

12. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 60 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative upon 60 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District



terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

13. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.

14. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.

As agreed on this 15<sup>th</sup> day of JULY, 2016.

  
Board Chair, Gallatin Public Schools  
Gateway

Attest:

  
DISTRICT CLERK

## Agenda Item: Approve Building Reserve Expenditures

---

### ***Background:***

The administration/business manager is requesting the following expenditures from the Building Reserve Fund:

- Bargreen: Milk Cooler- \$2,179.32 (FY16)- final quote (enclosed)
  - \$941.45 from fund 115- project code 212 (OPI Kitchen)
  - \$1,237.87 from building reserve fund 161
- Bargreen: Ice Machine- \$2,507.03 (FY17) (estimate from November 2015 Quote)- final quote not yet received
- Bargreen: Prep Sink- (FY 17)- \$1,250 (estimate from November 2015) + installation – final quotes not yet received (estimating total cost to be no more than \$2000)
- Johnson Controls: Pump Replacement- (FY16)- \$1,219.31 (proposal enclosed)
- Western Sports Floors: Gym Floor Buff & Recoat- \$1,827.50 (FY16)- final invoice (enclosed)

### ***Recommendation:***

Approve the above mentioned expenditures from the Building Reserve Fund.

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

to approve expenditures for milk cooler (FY16), ice machine (FY17), prep sink (FY17), pump replacement (FY16), and gym floor buff and recoat (FY16) from the Building Reserve Fund for the designated fiscal years.

# BARGREEN ELLINGSON

FOODSERVICE SUPPLY & DESIGN


# Quote

06/30/2016

**Project:**  
Gallatin Gateway School - Milk Cooler

**From:**  
Bargreen Ellingson- Montana  
Barbara van Veen  
288 Expressway  
Missoula, MT 59808-  
(406)543-5551  
(406)543-5551 (Contact)

Job Reference Number: 2893

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>MILK COOLER</b>  True Food Service Equipment Model No. TMC-34 Mobile Milk Cooler, FORCED-AIR, (8) crates, stainless steel door drop front/hold-open flip-up lids, lock, 33-38°F, white vinyl exterior, aluminum interior with stainless steel floor, (2) heavy duty floor racks, digital therm., 4" castors, 1/3 HP, 115v/60/1, 6.8 amps, 9' cord, NEMA 5-15P, cULus, NSF, MADE IN USA 1 ea Self-contained refrigeration standard 1 ea Warranty - 5 year compressor (self-contained only), please visit <a href="http://www.Truemfg.com">www.Truemfg.com</a> for specifics 1 ea Warranty - 3 year parts and labor, please visit <a href="http://www.Truemfg.com">www.Truemfg.com</a> for specifics 1 ea 4" Castors, standard	\$2,179.32	\$2,179.32
<b>Total</b>			\$2,179.32	\$2,179.32

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$2,179.32

# Gallatin Gateway School Acknowledgement



**TO**  
Travis Anderson

**PROJECT**  
Gallatin Gateway School

**FROM**  
Bargreen Ellingson-  
Montana  
Erik Yager  
288 Expressway  
Missoula, MT 59808  
(406)543-5551  
(406)543-5551 (Contact)

**Date:** 07/13/2016

All pricing are good for a period of 30 days from date of quotation and based on entering into contract within that time frame.

All pricing includes storage, delivery, uncrate and set in place at your facility, with final gas, electrical, hvac, plumbing and refrigeration connections by others.

Not included in this contract

Sales Tax

GRT Tax

Walk-in cooler/freezer Refrigeration Piping

Hood ventilation, hanging or duct work

Millwork

Bid Bond

Performance Bond

All available upon request

We appreciate the opportunity to be of service to you.

Erik Yager (406) 581-3751



**TRUE FOOD SERVICE  
EQUIPMENT, INC.**

2001 East Terra Lane • O'Fallon, Missouri 63366  
(636)240-2400 • Fax (636)272-2408 • (800)325-6152 • Intl Fax# (001)636-272-7546  
Parts Dept. (800)424-TRUE • Parts Dept. Fax# (636)272-9471 • www.truemfg.com

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Item #: \_\_\_\_\_ Qty: \_\_\_\_\_

Model #: \_\_\_\_\_

AIA #

SIS #

Model:  
**TMC-34**

**Milk Coolers:**

*White Vinyl and Stainless Steel Exterior/White Aluminum Interior*



**TMC-34**

- ▶ True's commitment to using the highest quality materials and oversized refrigeration systems provides the user with colder product temperatures, and lower utility costs in an attractive, durable school milk cooler.
- ▶ Oversized, forced-air refrigeration system maintains milk temperatures of 33°F to 38°F (5°C to 3.3°C). Colder holding temperatures provide better tasting milk, increased sales and less product waste.
- ▶ Exterior - non-peel or chip white laminated vinyl front, sides, back and top; durable and permanent.
- ▶ All stainless steel self-service doors feature convenient drop front and "hold-open" flip-up top. Standard with door locks.
- ▶ Interior - attractive, NSF approved, white aluminum liner with reinforced, stainless steel floor.
- ▶ Standard with heavy duty floor racks and convenient clean out drain.
- ▶ Designed to hold Eight 13"L x 13"D x 11 1/8"H (331 mm x 331 mm x 296 mm) milk crates.
- ▶ Entire cabinet structure is foamed-in-place using Ecomate. A new, innovative, high density, polyurethane insulation that has zero ozone depletion potential (ODP) and zero global warming potential (GWP).

**ROUGH-IN DATA**

Chart dimensions rounded up to the nearest 1/8" (millimeters rounded up to next whole number). Specifications subject to change without notice.

Model	Doors	Capacity Crates	Crate Dimensions (inches) (mm)			Floor Racks	Cabinet Dimensions (inches) (mm)			HP	Voltage	Amps	NEMA Config.	Cord Length (total ft.) (total m)	Crated Weight (lbs.) (kg)
			L	D	H		L**	D†	H*						
TMC-34	2	8	13 331	13 331	11 5/8 296	2	34 864	33 3/8 848	41 1/2 1055	1/3 N/A	115/60/1	6.8 N/A	5-15P	9 2.74	330 150

\*\* Length does not include 1/8" (4 mm) each side for lid pins.

† Depth does not include 1" (26 mm) for front bumpers.

\* Height does not include 5/8" (131 mm) for castors.



APPROVALS:

AVAILABLE AT:

Model:  
TMC-34

# Milk Coolers:

White Vinyl and Stainless Steel Exterior/White Aluminum Interior



## STANDARD FEATURES

### DESIGN

- True's commitment to using the highest quality materials and oversized refrigeration systems provides the user with colder product temperatures, and lower utility costs in an attractive, durable school milk cooler.

### REFRIGERATION SYSTEM

- Factory engineered, self-contained, capillary tube system using environmentally friendly (CFC free) 134A refrigerant.
- Extra large evaporator coil balanced with higher horsepower compressor and large condenser; maintains milk temperatures of 33°F to 38°F (.5°C to 3.3°C). Colder holding temperatures provide better tasting milk, increased sales and less product waste.
- Sealed, cast iron, self-lubricating evaporator fan motors and larger fan blades give True milk coolers a more efficient low velocity, high volume airflow design. This unique design ensures colder holding temperatures and faster recovery in high use situations.
- Condensing unit accessed from behind back grill, slides out for easy cleaning and maintenance.

### CABINET CONSTRUCTION

- Exterior - non-peel or chip white vinyl front, sides, back and top; durable and permanent. Stainless steel service doors.

- Interior - attractive, NSF approved, clear coated aluminum liner with reinforced, stainless steel floor. Standard with heavy duty floor racks.
- Insulation - entire cabinet structure is foamed-in-place using Ecomate. A high density, polyurethane insulation that has zero ozone depletion potential (ODP) and zero global warming potential (GWP).
- Welded, heavy duty steel frame rail, black powder coated for corrosion protection.
- Frame rail fitted with four (4) easy roll, 4" (102 mm) diameter swivel castors (front castors lock in place).
- Designed to hold Eight 13"L x 13"D x 11 1/8"H (331 mm x 331 mm x 296 mm) milk crates.

### DOORS

- All stainless steel self-service doors feature convenient drop front and "hold-open" flip-up top. Door support bumpers standard.
- Door locks standard.
- Magnetic door gaskets of one piece construction, removable without tools for ease of cleaning.

### MODEL FEATURES

- Exterior digital temperature display.
- Evaporator is epoxy coated to eliminate the potential of corrosion.
- Convenient clean out drain with 1/2" (13 mm) NPT-PVC drain plug.

- Listed under NSF-7 for the storage and/or display of packaged or bottled product.

### ELECTRICAL

- Unit completely pre-wired at factory and ready for final connection to a 115/60/1 phase, 15 amp dedicated outlet. Cord and plug set included.



115/60/1  
NEMA-5-15R

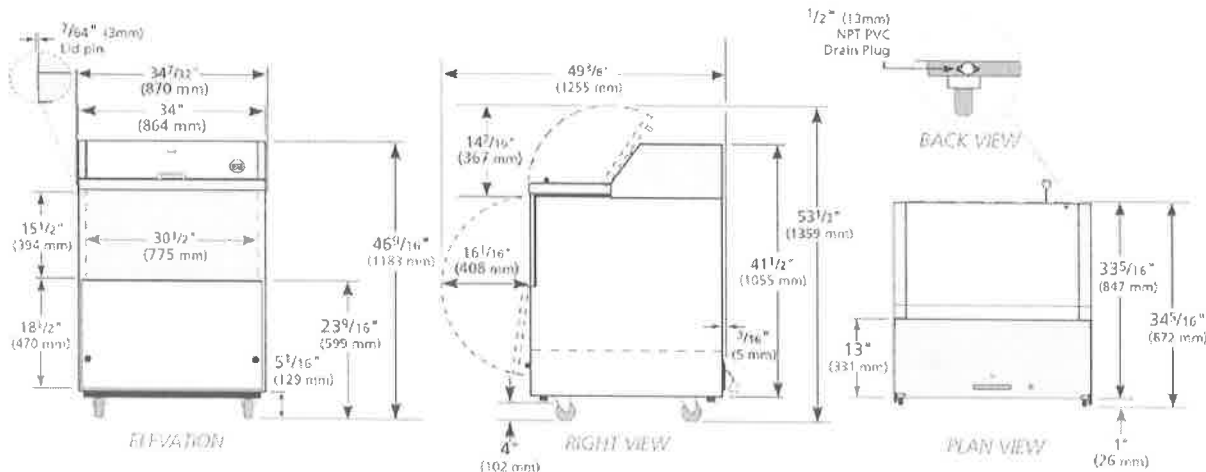
### OPTIONAL FEATURES/ACCESSORIES

Upcharge and lead times may apply.

- A variety of exterior color options available, see [www.truemfg.com](http://www.truemfg.com) for latest offerings.
- 6" (153 mm) standard legs (mounting plates required).
- 6" (153 mm) seismic/flanged legs (mounting plates required).
- Corner bumpers.
- See [www.truemfg.com](http://www.truemfg.com) for school milk profit calculator.

**\*CABINET INTERIOR**  
Beginning in October of 2014, True Manufacturing began the process of changing the standard interior finishes on select products. The interior liners of these units have changed from the traditional NSF-approved white aluminum to an NSF-approved clear coated aluminum that is silver in color. In addition, the traditional white PVC coated shelves have been switched to a gray PVC coating. There are no functional differences created by any of these changes, the difference is only in the appearance. The following product lines are affected by this change: T-Series, TUC, TWT, TSSU, TFP, TTP, TMC, TRCB. A sticker will be placed on the outside packaging so that units with this change can be identified in inventory.

## PLAN VIEW



**WARRANTY\***  
Three year warranty on all parts and labor and an additional 2 year warranty on compressor. (U.S.A. only)

METRIC DIMENSIONS ROUNDED UP TO THE NEAREST WHOLE MILLIMETER

SPECIFICATIONS SUBJECT TO CHANGE WITHOUT NOTICE

MIL KCL	Model	Elevation	Right	Plan	3D	Back
	TMC-34	TFQ065E	TFQ060S	TFQ065P	TFQ0653	

## TRUE FOOD SERVICE EQUIPMENT



# Proposal

JOHNSON CONTROLS MONTANA CB - 0N46  
2795 ENTERPRISE AVE STE 2  
BILLINGS MT 59102-7479  
**PH:** (866) 680 8098  
**FAX:** (406) 656 2997

**TO:** GALLATIN GATEWAY SCH DIST #35  
P O BOX 265

**Date:** 2/24/2016

GALLATIN GATEWAY, MT 59730

**Quote Ref:** 1-EBCQMWD  
**Project Name:** Pump 1 motor replacement  
**Site:** GALLATIN GATEWAY SCH DIST 35  
100 MILL ST  
GALLATIN GATEWAY, MT 59730-0000

**ATTN:** TRAVIS ANDERSON

We propose to furnish the materials and/or perform the work below for the net price of: \$1,219.31

**For the above price this proposal includes:**

Replace pump 1 electric motor

**This proposal DOES NOT include:**

1. Labor or material not specifically described above is excluded from this proposal.
2. Unless otherwise stated, any and all overtime labor is excluded from this proposal.
3. Applicable taxes or special freight charges are excluded from this proposal.

**Important:** This proposal incorporates by reference the Terms and Conditions attached

This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work, subject to credit approval by Johnson Controls, Inc. Milwaukee, WI.

This proposal is valid through: 3/25/2016

GALLATIN GATEWAY SCH DIST 35

**Johnson Controls**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO: \_\_\_\_\_

**(IMPORTANT):** This proposal incorporates by reference the terms and conditions which are attached to this document. All work is to be performed Monday through Friday during normal JCI business hours unless otherwise noted. This proposal, or any accepted alternates, are hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin

## TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

**1. SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching, and painting are excluded. In-line duct and piping devices, including, but not limited to valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc. , if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.

**2. INVOICE AND PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Johnson at the time purchaser signs this agreement an advance payment equal to 10% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due here in under and purchaser Johnson additional amounts invoiced upon receipt of the invoice. Waivers of lien will agrees to pay be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.

**3. MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.

**4. EQUIPMENT WARRANTY.** Johnson Controls, Inc (JCI) warrants that equipment manufactured or labeled by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of one year. Only if JCI installs or furnishes a piece of equipment under this Agreement, and that equipment is covered by a warranty from a manufacturer other than JCI, JCI will transfer the benefits of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not installed by JCI shall be borne by Customer. These warranties shall not extend to any equipment that has been abused, altered, misused or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty date decals have been removed or altered. Customer must promptly report any failure of the equipment to JCI in writing.

**5. LABOR WARRANTY.** Johnson Controls, Inc. (JCI) warrants its workmanship or that of its agents (Technicians) in relation to installation of equipment for a period of ninety (90) days from date of installation. Customer shall bear all labor costs associated with replacement of failed equipment still under JCI's equipment warranty or the original manufacturer's warranty, but outside the terms of this express labor warranty. All warranty labor shall be executed on normal business days during JCI normal business hours. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused in any way, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. UNDER NO CIRCUMSTANCES SHALL JCI BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATING TO ANY DEFECT IN MATERIAL OR WORKMANSHIP OF EQUIPMENT OR THE PERFORMANCE OF SERVICES.

**6. LIABILITY.** Johnson shall not be liable for any special, indirect, or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.

**7. TAXES.** The price of this proposal does not include duties, sales, use, excise, or other taxes, unless required by federal, state, or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.

**8. DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts of circumstance beyond Johnson's control, including but not limited to; acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson, etc.

**9. COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state, and local laws and regulations, and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits a permanent nature shall be procured and paid for by the Purchaser.



**10. DISPUTES.** All disputes involving more than \$15,000.00 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorneys fees incurred as a result. Nothing here shall limit any rights under construction lien laws.

**11. INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.

**12. INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees which may arise in connection with the execution of the work herein specified and which are caused, by the negligent act or omission of the indemnifying Party.

**13. OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of the, Occupational Safety and Health Act relating in any way to the project or project site.

**14. ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

**15. CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon JCI unless accepted by JCI in writing.  
100 MILL STGALLATIN GATEWAY, MT 59730-0000GALLATIN GATEWAY SCH DIST 35GALLATIN GATEWAY SCH  
DIST #35P O BOX 265 GALLATIN GATEWAY, MT 597302795 ENTERPRISE AVE STE  
2BILLINGS4066562997JOHNSON CONTROLS MONTANA CB - 0N46866680809859102-7479MTTRAVIS  
ANDERSON\$1,219.313/25/2016Pump 1 motor replacement1-EBCQMWD2/24/2016Replace pump 1 electric motor

**WESTERN SPORTS FLOORS** Western Sports Floors, LLC

240B Expressway Blvd  
Missoula, MT 59808

Phone # 406-549-1900

sheila@westernsportfloors.com

Date	Invoice #
6/24/2016	320

Bill To
Travis Anderson Gallatin Gateway Elementary 100 Mill Street Gallatin Gateway, MT 59730

Ship To

P.O. Number	Terms	Rep	Ship	Via	U.O.B.	Project
			6/24/2016			Gallatin Gateway ES-2016 S&R
Quantity	Item Code	Description			Price Each	Amount
	31 Buff and Recoat	Thoroughly screen and recoat gym floor with one coat high solids, oil modified gym floor finish. 4250 sq ft @ .43/sq ft  Estimate for summer of 2016, exact date to be determined. Work will take 1 day to complete, gym can resume full use 10-14 days after finish is applied.			1,827.50	1,827.50
					<b>Total</b>	<b>\$1,827.50</b>

## Agenda Item: Contract Amendments (wage/salary increases for 16-17)

---

### ***Background:***

- Though the final contract has not yet been ratified and approved between the School Board Negotiations Team and the Gallatin Gateway School Teacher's Association, the two parties have tentatively agreed to a 3% salary increase on the base and to increase the District's contribution to health insurance from \$544/month to \$584/month.
- The following contracts for 16-17 have already been offered to the employees at the wages paid in 15-16, and the employees have agreed to return to Gallatin Gateway School for the 16-17 year. However, since negotiations has been completed regarding wages and insurance, It is recommended that the Board increase wages for the administrator and returning classified employees to match the 3% increase negotiated by the certified teacher's union.
- At this time, the classified employees do not receive district contributions towards health insurance
- Superintendent currently receives the same district contribution towards health insurance as the certified employees (\$544/month).

### ***Recommendation:***

#### Superintendent

##### **Travis Anderson**

		After Increases
Current Annual Salary	\$80,000	\$82,400
Current Insurance	\$544/month	\$584/month

#### Classified Employees

Employee	Position	Current Hourly Wage	Proposed Wage for 16-17
Erica Clark	Administrative Secretary	\$16.00	\$16.48
Fraulein Jaffe	Aide	\$12.00	\$12.36
Jerry Lee	Bus Driver	\$14.01	\$14.43
Carrie Fisher	Business Manager/District Clerk	\$21.75	\$22.40
Bobbie Jo Gunderson	Kitchen Manager	\$15.00	\$15.45

### ***Rationale:***

Maintain a cohesive environment amongst all classifications of District employees. Salary increases have not always been equitable across the board and it has created hard feelings and resentment between the different classifications of employees. The past practice of the board (the last several years) has been to provide the same salary increases to all employees in an effort to maintain that cohesive environment and positive climate.

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

to amend the contracts for the superintendent and classified employees to reflect the 3% salary increase and district contribution to insurance as applicable.

## Orienting Board Trustees Procedure- Trustees

---

### Orientation of New Trustees

After the annual school election and prior to their first Board meeting, new trustees will be provided with:

- An opportunity to meet with the Superintendent
- District email account
- Office mailbox
- Name plaque
- School Board Policy Manual
- Online links to Gallatin Gateway Handbooks
- Copy of Trustee Procedures
- A Budget Manual containing:
  - Online link to OPI pamphlet *Understanding School Finance*
  - Expenditure Codes from OPI Chart of Accounts
- Information about MTSBA membership and training opportunities
- MTSBA Trustee Orientation Manual
- MTSBA *Preparing for a Successful Year: Essential Guidance for Trustees*
- MTSBA *8 Characteristics of an Effective School Board*

### Orientation of New Chair and Vice Chair

Within two weeks of the Board reorganizational meeting, the new Chair and Vice Chair will meet with the Superintendent, Business Manager and District Clerk to discuss procedures and information related to their office and duties:

- \_\_ Signing warrants and payroll
- \_\_ Signature letter
- \_\_ Signing contracts and minutes
- \_\_ Review Authorization of Signatures
- \_\_ Updating OPI, County Superintendent, and MTSBA with new information
- \_\_ Setting the agenda
- \_\_ Communications between Chair and Superintendent

### Annual Reorganizational Board Work Session

A Board work session will be held preferably in June of each year for the purpose of:

- \_\_ Orientation of new trustee(s) to Board process
- \_\_ Review Board packet information and process for receiving packets
- \_\_ Review Open Meeting Law
- \_\_ Review posting of agendas and minutes
- \_\_ Review current committees
- \_\_ Review meeting room set-up
- \_\_ Review Board communications
- \_\_ Review Annual Agenda and Work Session Guide

## Annual Board Meeting and Work Session Calendar Procedure- Trustees

---

The Board has developed the following annual calendar of agenda items as a guide when developing agendas. Items to be discussed will fall under the following agenda categories:

**Regular Work Session:** Work Sessions will be held monthly and will begin one hour before each regular meeting. During work sessions agenda items will include reviewing and revising board policy and reviewing district handbooks. The Board chair may also add other items as necessary to the work session agenda.

**Special Work Session:** Special work sessions may be set by the Board at a regular board meeting as needed. Included may be a special work session in June for Annual Board Orientation and Strategic Plan Review and a special work session in August to Review and Discuss Budget Priorities.

**Regular Meeting:** Regular meeting agenda items, which tend to occur at the same time each year have been added to the annual calendar of agenda items. Regular meetings may include other agenda items, but this procedure will serve as only a guide, as some agenda items may be moved to other months as deemed necessary by the Board Chair and/or Superintendent when developing agendas.

**Special Meeting:** Special meeting agenda items are those, which the Board knows will occur on an annual basis.

**Superintendents Report:** Superintendent's Report items are informational items, which the Board has requested from the Superintendent during the Board's regular monthly meeting. These items are informational only and do not require Board action.

### **MONTHLY MEETINGS:**

#### **July**

Historically, Board does not hold a regular meeting in July, but may do so if necessary.

#### **August**

##### **Special Work Session:**

Review and Discuss Budget Priorities

##### **Regular Meeting:**

Review and open negotiations for *Superintendent's Contract* (renewal years or earlier)

Appoint Board negotiations team- *Superintendent's Contract* (renewal years or earlier)

Set Board goals and objectives

Adopt final budget

Approve *Student Attendance Agreements*

Hire volleyball coach(es)

Approve disposal of District records

Appoint trustees to committees

Food Service Budget Report

#### **September**

##### **Regular Work Session:**

Review handbook revisions

##### **Regular Meeting:**

Inspect facility/playground

Approve line-item budget

##### **Superintendent's Report:**

August PIR Days

#### **October**

##### **Regular Meeting:**

Hire basketball coach (boys' or girls')

Hire cheerleading coach

Annual review of committees

##### **Superintendent's Report:**

September PIR Days

#### **November**

##### **Regular Meeting:**

Set date for Superintendent's evaluation

##### **Superintendent's Report:**

Fall ANB count

#### **December**

##### **Regular Meeting:**

Hire basketball coach (boys' or girls')

Hire wrestling coach

#### **January**

##### **Regular Meeting:**

Appoint Board negotiations team- *Certified Contract* (even years)

Discuss budget projections for next FY

Superintendent's Report:  
Winter ANB count

Special Meeting:  
Superintendent's evaluation (executive session)

## **February**

Regular Meeting:  
Review annual school election calendar dates  
Adopt *Resolution Calling for Election*  
Approve polling place election or mail ballot election  
Approve school calendar for next school year  
Set meeting dates for Budget/Levy discussions  
Approve *Out-of-District Tuition Rate* for next fiscal year  
Review and/or adjust substitute rate of pay for next fiscal year

Superintendent's Report:  
Report on staff evaluation process  
Spring ANB count

Special Meeting:  
Community Budget/Levy discussion

## **March**

Regular Meeting:  
Appoint *Professional Development Advisory Committee*  
Approve ballot wording/levy amounts for election  
Hire track coach

Special Meeting:  
Community Budget/Levy discussion

## **April**

Regular Meeting:  
Approve 8th Grade class trip for next school year  
Review *Property & Liability Insurance Contract* (renewal years)  
Review/renew health insurance

Approve *Salary Step-up Requests* (certified staff)  
Renewal/non-renewal without cause of certified staff  
Renewal of classified contracts

## **May**

Regular Meeting:  
Canvas votes from annual school election  
Annual organizational meeting  
Approve *Student Attendance Agreements* for next school year for current students  
Annual review of *Safety Plan*  
Approve 5th Grade Class fieldtrip to West Yellowstone  
Set date for special work session(s) for *Board Orientation* and *Strategic Plan Review*

## **June**

Regular Work Session:  
Review end of year spending priorities  
Review and discuss budget priorities

Special Work Session:  
Annual *Board Orientation and Training* and *Strategic Plan Review*  
Develop Action Plans for Completing Goals

## Regular Meeting:

Approve bus routes for next school year  
Adopt *PIR Committee Professional Development* for next school year  
Set regular board meeting dates for next fiscal year  
Set date for budget work session(s)  
Approval trustee attendance for MCEL  
Approve 6th Grade Class Fieldtrip to Expedition! Yellowstone  
Approve *Public Health Nursing Services Agreement*

Superintendent's Report:  
Enrollment Graph