

November Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, November 21, 2016 at 6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Pledge of Allegiance

Board Vision Statement: "Gallatin Gateway School provides a premiere educational program for students."

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

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

GGS Student Presentation: 6th Grade Expedition Yellowstone

Guests: Rob Watson, Bozeman High School Superintendent- New High School Update

Consent Agenda

Minutes: October 17, 2016- regular meeting; November 7, 2016- special meeting; and November 10, 2016- special meeting (GGS Policy #1065 & #1070); **Finance:** Warrants (GGS Policy #7000); Operational Budget by Object Code (GGS Policy #7000); Cash Reconciliation as of October 31, 2016; Extra-Curricular Expenditure and Reconciliation Report (GGS Policy #7025); **Personnel:** Hire: Certified/Classified Substitutes (GGS Policy #5025)

Committee Reports

Facility Advisory Committee

Labor/Management Committee

Whole Child Committee

Old Business

Bus Replacement Update

MTSBA Policy Review Update

Breakfast Expansion Grant Application Update

Superintendent's Report

New Business

Discussion Items:

NorthWestern Energy Protested Tax Settlement- GGS Impacts

Action Items:

MQEC Membership for 2016-2017

Adopt Purchasing Card Handbook Revisions

Adopt Revisions to Trustee Procedure: *Annual Board meeting & Work Session Calendar Procedure*

Set Date for Superintendent Evaluation & Review Evaluation Tool

Next Meetings:

Regular Meeting - Monday, December 12, 2016 @ 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 -- dissemination of electronic mail address and documents 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, November 21, 2016 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 6:00pm.

Trustees Present

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

Trustees Absent

Aaron Schwieterman

Staff Present

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; Kacee Krob, Teacher; and Liz Matthews, Teacher

Others Present

Rob Watson, Sandra Wilson, and Douglas Fischer of Bozeman School District

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

Guests: Rob Watson, Sandra Wilson, and Douglas Fischer from the Bozeman School District
Dr. Rob Watson shared information with the Board regarding the Bozeman School District's decision to build a second high school and renovate the current high school to accommodate future enrollment needs. He noted that the construction is slated to begin the Spring of 2018 on Flanders Mill Road and will be completed by the Fall of 2020. Sandra Wilson noted that there is a lot of information on the District's website at www.bsd7.org. The Bozeman High School Advisory Committee will be meeting on December 1, 2016. In addition, there will be two community information sessions held on December 8, 2016.

GGs Student Presentation: 6th Grade Expedition Yellowstone

GGs Teacher Elizabeth Matthews shared information with the Board regarding the Expedition Yellowstone trip October 31-November 4, 2016. She noted that the students stayed in Mammoth at the YCC facility and enjoyed five days of hiking and learning in Yellowstone National Park.

Consent Agenda

Motion: Trustee Christie Francis to approve minutes from October 17, 2016- regular meeting; November 7, 2016; and November 10, 2016; approve claim warrants- #35107-#35132; payroll warrants #75161-75171 Electronic Payment- 99995; and direct deposits -89707-89732 (VOID: None); Approve Operational Budget

by Object Code as of November 18, 2016; Approve the cash reconciliation reports as of October 31, 2016; approve Extra Curricular Recap & Reconciliation as of October 31, 2016 with a balance of \$13,330.05; to hire the following certified/classified substitutes: Bus Driver: Maxine Daniel and Gary Jones; Kitchen/Food Service: Stacy Webb and Connie Evenson; Teachers/Aides/Other: Shelly Berezay, April Bettilyon, Zoe Brown, Cynthia Corliss, Megan Costle, Kate Cottingham, Sonja Davis, Priscilla Dolan, Jonathan Gans, Jennifer Gilbert, Lauren Hausauer, Wendy Hourigan, Sunny Jaye, Helen Ketcher, Spencer Kirkemo, Patrick Lupton, Heather Maxcy, Libby Michaud, Brad Parsch, Teresa Ann Quatraro, Ashley Senenfelder, Megan Stark, Barry Sulam, Leann Swain; Office/Clerical: Connie Evenson pending adequate fingerprint/background check and TB test results. Seconded: Vice Chair Lyn Morton
Public Comment: None
For: Fleury, Francis, Morton, Shockley
Opposed: None
Motion passed unanimously

Committee Reports

Facility Advisory Committee

Christie Francis provided the Board with an update from the Facility Advisory Committee. She briefly discussed the CTA report and provided information about Facility Solutions services & membership. Trustee Francis also noted that there was a discussion regarding the upcoming building reserve levy expiration/renewal options and the implementation of an inventory management system. Christie Francis requested that the Board review information from Black Mountain Software regarding their Asset Management module. The next committee meeting is tentatively scheduled for December 7, 2016 at 7am at the Farmhouse Café.

Labor Management Committee

Vice Chair Lyn Morton provided the Board with information regarding the October 26, 2016 committee meeting. She noted that the committee is currently developing a scope and considering expanding the committee to include non-union employees, such as classified staff and certified teaching staff who are not members of the union. The next committee meeting is scheduled for January 17, 2017 at 4pm.

Whole Child Committee

Trustee Julie Fleury provided the Board with information regarding the November 17, 2016 committee meeting. She noted that the committee is currently developing a scope and community surveys to begin developing priorities. The next committee meeting is tentatively scheduled for the first week in January.

Old Business

Bus Replacement Update

Business Manager Carrie Fisher provided the Board with information received so far from three different companies for quotes on new buses. She explained that she was still waiting for trade-in values back and final quotes from all of the companies and noted that she was hoping to have it all by the next regular meeting.

MTSBA Policy Review Update

The Board met with Joe Brott on November 10, 2016 for an initial review of the District Policy. The next meeting for policy review is scheduled for November 30, 2016 from 1:00pm – 5:00pm.

Breakfast Expansion Grant Application Update

Superintendent Anderson provided the Board with an update regarding three grants submitted in early November for the purpose of expanding the breakfast program. He noted that at this time the District has not received any determination from the submittals, but he will keep the Board apprised of any updates as they occur. He also noted that the District has reached out to Target Range School for information about

their “second chance” breakfast program and some of the members from the Whole Child Committee are interested in traveling to Target Range to observe their program.

SUPERINTENDENT REPORT

Superintendent Anderson provided the Board with information on the following: 1) Enrollment Summary- 145; 2) Upcoming Training Opportunities ; 3) MTSBA Board Awards- Golden Gavel & Marvin Heintz Award; 4) Front Door Repairs; 5) Water Fountain Replacement; 6) CTA Report; 7) Mentoring Program; 8) MTSS Committee; 9) Whole Child Committee; 10) Veteran’s Day Assembly; 11) Parent/Teacher Conferences; 12) Upcoming Events; 13) State Assessment Conference; 14) Title 1 Conference; 15) Holiday Meal; 16) First Quarter Perfect Attendance and Honor Roll; and 17) Playground Cleaning- Thank you Brooke Savage.

NEW BUSINESS

Discussion: NorthWestern Energy Protested Tax Settlement- GGS Impacts

Superintendent Anderson provided the Board with information regarding the settlement agreement NorthWestern Energy reached with the Department of Revenue regarding the centrally assessed property valuation appeal reached in October 2016. He noted that the taxable value for Gallatin Gateway residents was reevaluated and was decreased, thus increasing the number of mills levied by 1.38 mills to meet the needs of the District based on budgets approved in August 2016. Without the increase in mills the District would likely experience a shortfall in revenue for the 16-17 school year of about \$8,576.

MQEC Membership for 2016-2017

The Board held a discussion with Superintendent Anderson regarding the pros and cons of approving a MQEC membership.

Motion: Trustee Christie Francis to approve a membership with the Montana Quality Education Coalition for \$500.

Seconded: Vice Chair Lyn Morton

Public Comment: None

For: Fleury, Francis, Morton, Shockley

Opposed: None

Motion passed unanimously

Adopt Purchasing Card Handbook Revisions

Motion: Vice Chair Lyn Morton to adopt the revisions to the Purchasing Card Handbook as presented.

Seconded: Trustee Christie Francis

Public Comment: None

For: Fleury, Francis, Morton, Shockley

Opposed: None

Motion passed unanimously

Adopt Revisions to Trustee Procedure: Annual Board Meeting & Work Session Calendar Procedure

Motion: Vice Chair Lyn Morton to adopt the revisions to the Annual Board meeting and work session calendar procedure as presented.

Seconded: Trustee Christie Francis

Public Comment: None

For: Fleury, Francis, Morton, Shockley

Opposed: None

Motion passed unanimously

Set Date for Superintendent Evaluation & Review Evaluation Tool

The Board discussed setting a tentative date for January 9, 2017 at 1:00pm for the Superintendent's Evaluation.

The Board reviewed and discussed the Evaluation Tool. The Board requested some formatting changes, such as changing the bullets in the lists to letters or numbers in an effort to make it easier for members to comment on each within the domains. In addition, the Board discussed adding a self-evaluation component to the evaluation. Donna Shockley presented ideas for the self evaluation.

Motion: Vice Chair Lyn Morton to approve the above changes to the evaluation tool.

Seconded: Trustee Christie Francis

Public Comment: None

For: Fleury, Francis, Morton, Shockley

Opposed: None

Motion passed unanimously

Business Manager, Carrie Fisher will make the desired changes to the evaluation form and will provide it to all Board members at the next regular meeting for final adoption.

Next meeting: December 12, 2016- Regular Meeting

The Board will meet on Monday, December 12, 2016 at 6pm.

Board Chair Shockley reminded the Board about the special meeting scheduled for November 30, 2016 for policy review with Joe Brott from 1-5pm.

Adjournment

Board Chair Donna Shockley adjourned the meeting at 8:34pm.

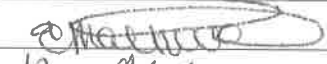
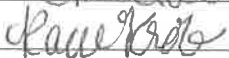

Donna Shockley, Board Chair


Carrie Fisher, District Clerk

Regular Meeting

November 21, 2016

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Elizabeth Matthews	
2. Kacie Krob	
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.	



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: November 21, 2016

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
2.	
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: November 18, 2016

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
35107-35132

Electronic Payment:
-99995 BMO Mastercard

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

Payroll Warrant #'s:
75161-75171

Direct Deposits/ACH #'s:
-89707-89732

Voided Payroll Warrant #'s:
None

Thank you.

11/18/16
15:10:51

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/16

Page: 2 of 5
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
35109S	161 BOZEMAN SAFE & LOCK					
450		732.50				
1	35216 10/18/16 SERVICE- REPAIR/REPLACE LOCKS	732.50		101	100-2600	440
	Total Check:	732.50				
35110S	215 CAROLE MONLUX					
465		5.01				
1	10/28/16 POSTAGE FOR LIBRARY BOOKS	5.01		101	100-2300	532
	Total Check:	5.01				
35111S	1280 CLARK, ERICA					
453		125.61				
1	10/24/16 REIMBURSEMENT- MONITOR RISER	18.04		101	100-2400	610
	HOME DEPOT					
2	10/24/16 MILEAGE REIMBURSEMENT- HELENA	107.57		101	100-2400	582
	OPI AIM TRAINING					
	Total Check:	125.61				
35112S	262 COMMERCIAL ENERGY OF MONTANA INC					
454		343.20				
1	NWE039304 11/03/16 NATURAL GAS ON NWE	343.20		101	100-2600	411
	Total Check:	343.20				
35113S	279 COSTCO					
452		135.78				
1	10/30/16 FOOD FOR YNP 6TH GRD TRIP	160.90*		115	100-1000	610 710
2	09/27/16 SNACK CART	144.74*		115	100-3100	630 112
3	11/08/16 VETERANS DAY ASSEMBLY	87.31		115	100-1000	610 145
4	10/26/16 CREDIT PER STATEMENT	-257.17		115	100-1000	610 145
	Total Check:	135.78				
35114S	370 ELITE COMMERCIAL CLEANERS INC.					
455		2,880.00				
1	1531 11/01/16 CUSTODIAL/CLEANING SERVICE- OC	2,304.00		101	100-2600	433
2	1531 11/01/16 CUSTODIAL/CLEANING SERVICE- OC	576.00*		110	110-2600	433
	Total Check:	2,880.00				
35115S	413 FISHER, CARRIE					
456		167.91				
1	11/10/16 REIMBURSEMENT- BOOT RACK SUPPL	167.91		101	100-2600	610
	Total Check:	167.91				

11/18/16
15:10:51

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/16

Page: 3 of 5
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
35116S	420 FOOD SERVICES OF AMERICA					
	457	4,925.57				
1	5201759 10/14/16 FOOD	195.83		101	910-3100	630
2	5201759 10/14/16 FOOD	456.95*		112	910-3100	630
3	5203486 10/18/16 FOOD	154.19		101	910-3100	630
4	5203486 10/18/16 FOOD	359.77*		112	910-3100	630
5	5205807 10/21/16 FOOD	27.61		101	910-3100	630
6	5205807 10/21/16 FOOD	64.41*		112	910-3100	630
7	5207483 10/25/16 FOOD	231.40		101	910-3100	630
8	5207483 10/25/16 FOOD	539.94*		112	910-3100	630
9	5209833 10/28/16 FOOD	184.37		101	910-3100	630
10	5209833 10/28/16 FOOD	430.19*		112	910-3100	630
11	5210994 10/31/16 FOOD- CREDIT (5209833)	-1.71		101	910-3100	630
12	5210994 10/31/16 FOOD- CREDIT (5209833)	-3.99*		112	910-3100	630
13	5211512 11/01/16 FOOD	194.37		101	910-3100	630
14	5211512 11/01/16 FOOD	453.52*		112	910-3100	630
15	5213826 11/04/16 FOOD	116.91		101	910-3100	630
16	5213826 11/04/16 FOOD	281.80*		112	910-3100	630
17	5215477 11/08/16 FOOD	342.98		101	910-3100	630
18	5215477 11/08/16 FOOD	800.28*		112	910-3100	630
19	5216547 11/09/16 FOOD- CREDIT (5215477)	-6.80		101	910-3100	630
20	5216547 11/09/16 FOOD- CREDIT (5215477)	-15.86*		112	910-3100	630
21	5216186 11/09/16 FOOD	3.25		101	910-3100	630
22	5216186 11/09/16 FOOD	7.59*		112	910-3100	630
23	5217869 11/11/16 FOOD	32.57		101	910-3100	630
24	5217869 11/11/16 FOOD	76.00*		112	910-3100	630
	Total Check:	4,925.57				
35117S	431 GALLATIN CO. SUPERINTENDENT OF					
	458	29.00				
1	2017-27 10/27/16 BKGRD CHECK- SANN	29.00		101	100-2300	330
	Total Check:	29.00				
35118S	439 GALLATIN GATEWAY SCHOOL					
	459	274.28				
1	939601 11/15/16 BACK TO SCHOOL BBQ SUPPLIES	142.82*		115	100-1000	610 421
2	939602 11/15/16 WALK TO SCHOOL SUPPLIES	131.46*		115	100-2190	610 145
	Total Check:	274.28				
35119S	445 GALLATIN-MADISON SPECIAL ED. COOP.					
	460	1,284.00				
1	09/29/16 FIRST BILLING- LOCAL COSTS	1,284.00		101	280-6200	920
	Total Check:	1,284.00				

11/18/16
15:10:51

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/16

Page: 4 of 5
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
35120S	569 INTERNAL REVENUE SERVICE CENTER					
	461	533.54				
1	CP160 10/24/16 OVERDUE TAXES- JUNE 2013	533.54*		101	100-2500	810
	Total Check:	533.54				
35121S	577 J&H INC					
	444	500.33				
1	486470 11/14/16 COPIER- OFFICE	472.38		101	100-2300	550
2	486471 10/14/16 COPIER- BUSINESS MANAGER	27.95		101	100-2500	550
	Total Check:	500.33				
35122S	609 KENYON NOBLE					
	462	42.93				
1	5684118 10/21/16 BOOT RACK PAINT	42.93		101	100-2600	610
	Total Check:	42.93				
35123S	1295 MADISON MECHANIX, LLC					
	463	260.49				
1	1109 10/06/16 MAINTENANCE- BOOSTER PUMP	110.49		110	100-2700	440
2	1110 10/06/16 MAINTENANCE- RESET TRANSMISTIO	150.00		110	100-2700	440
	Total Check:	260.49				
35124S	688 MASTERCARD					
	464	455.85				
1	10/23/16 ARK THERAPY TOOLS	61.95		101	280-1000	610
2	10/23/16 TARGET- CAMERA	89.99		101	100-1000	610
3	10/23/16 MONTHLY CHARGES	268.17		101	100-1000	610
4	10/23/16 KENYON NOBLE- MAINTENANCE SUPP	35.74		101	100-2600	610
	Total Check:	455.85				
35125S	791 MOUNTAIN VIEW ORCHARDS					
	466	108.00				
1	3278 10/20/16 MT CRUNCH DAY SUPPLIES	54.00	17-008	101	100-1000	610
2	2412 11/15/16 FOOD- APPLES FOR FOOD SERVICE	37.80*		112	910-3100	630
3	2412 11/15/16 FOOD- APPLES FOR FOOD SERVICE	16.20		101	910-3100	630
	Total Check:	108.00				
35126S	856 NORTHWESTERN ENERGY					
	446	2,070.26				
1	11/03/16 Electric Service	1,235.60		101	100-2600	412
2	11/03/16 Electric Service	308.90		110	100-2600	412
3	11/03/16 Unmetered Service- Lights	60.21		101	100-2600	410
4	11/03/16 Unmetered Service- Lights	60.21		110	100-2600	410
5	11/03/16 Natural Gas Service	405.34		101	100-2600	411
	Total Check:	2,070.26				

11/18/16
15:10:51

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/16

Page: 5 of 5
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
35127S	880 OTT JONES SCULPTURE					
	467	837.00				
1	10/20/16 5TH GRADE BRONZED MUSEUM	670.75*		115	100-1000	330 137
2	10/20/16 5TH GRADE BROZED MUSEUM SUPPLI	166.25*		115	100-1000	610 137
	Total Check:	837.00				
35128S	1304 SAVAGE, BROOKE					
	468	40.64				
1	10/22/16 MILEAGE REIMBURSEMENT- LANDFIL GROUNDS CLEAN UP	35.64*		101	100-2600	582
2	10/22/16 REIBURSEMENT- LANDFILL TRASH DISPOSAL	5.00		101	100-2600	440
	Total Check:	40.64				
35129S	1131 THE CARRIAGE HOUSE CAR WASH					
	469	15.74				
1	2441 10/31/16 BUS- CAR WASH	15.74		110	100-2700	440
	Total Check:	15.74				
35130S	666 THOMAS, LORRIE					
	443	100.00				
1	11/02/16 BACTERIOLOGICAL- NOV	100.00		101	100-2600	421
	Total Check:	100.00				
35131S	691 MATTHEWS, LIZ					
	470	139.37				
1	11/16/16 MILEAGE REIMBURSEMENT- YNP	139.37		101	100-1000	582
	Total Check:	139.37				
35132S	1311 DPHHS					
	471	115.00				
1	FL-14899 11/01/16 2017 LICENSE FEE- KITCHEN	115.00*		112	910-3100	810
	Total Check:	115.00				
	# of Claims	27				
	Total:	17,332.80				

11/18/16
15:13:39

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	11,016.58	237,276.07	1,210,129.00	1,201,754.00	964,477.93	20 %
110 TRANSPORTATION	1,251.58	26,822.10	99,576.00	99,576.00	72,753.90	27 %
111 BUS DEPRECIATION	0.00	0.00	122,212.00	122,212.00	122,212.00	0 %
113 TUITION	0.00	0.00	856.00	856.00	856.00	0 %
114 RETIREMENT	0.00	28,106.78	186,165.00	186,165.00	158,058.22	15 %
117 ADULT EDUCATION FUND	0.00	968.38	21,000.00	21,000.00	20,031.62	5 %
128 TECHNOLOGY FUNDS	0.00	5,109.92	20,340.00	20,340.00	15,230.08	25 %
129 FLEXIBILITY FUND	0.00	0.00	9,313.00	9,313.00	9,313.00	0 %
150 DEBT SERVICE	0.00	350.00	116,515.00	116,515.00	116,165.00	0 %
161 BUILDING RESERVE	0.00	17,817.46	88,208.00	88,208.00	70,390.54	20 %
Grand Total:	12,268.16	316,450.71	1,874,314.00	1,865,939.00	1,549,488.29	17 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	78,277.77	469,673.00	469,673.00	391,395.23	16 %
117 AIDES	0.00	0.00	9,720.00	9,720.00	9,720.00	0 %
120 SUBSTITUTE TEACHERS	0.00	0.00	8,000.00	0.00	0.00	0 %
122 SUBSTITUTE TEACHERS	0.00	712.50	8,000.00	8,000.00	7,287.50	8 %
150 STIPEND	0.00	1,125.00	1,200.00	1,200.00	75.00	93 %
190 LEAVE - PAY	0.00	809.63	20,000.00	20,000.00	19,190.37	4 %
250 WORKERS' COMPENSATION	0.00	492.16	2,868.00	2,868.00	2,375.84	17 %
260 HEALTH INS	0.00	12,606.24	69,368.00	69,368.00	56,761.76	18 %
540 ADVERTISING	0.00	897.41	500.00	500.00	-397.41	179 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	139.37	485.22	6,000.00	6,000.00	5,514.78	8 %
610 SUPPLIES	412.16	1,096.81	26,000.00	26,000.00	24,903.19	4 %
640 BOOKS	0.00	154.89	6,000.00	6,000.00	5,845.11	2 %
660 MINOR EQUIPMENT	0.00	309.59	6,000.00	6,000.00	5,690.41	5 %
680 COMPUTER SOFTWARE	0.00	113.00	1,800.00	1,800.00	1,687.00	6 %
681 MAJOR COMPUTER SOFTWARE	0.00	738.73	1,000.00	1,000.00	261.27	73 %
682 SUPPLIES- TECHNOLOGY	0.00	500.49	1,500.00	1,500.00	999.51	33 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	4,671.00	9,500.00	9,500.00	4,829.00	49 %
810 DUES AND FEES	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	551.53	102,990.44	647,629.00	639,629.00	536,638.56	16 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	303.56	2,771.00	2,771.00	2,467.44	10 %
250 WORKERS' COMPENSATION	0.00	1.78	16.00	16.00	14.22	11 %
610 SUPPLIES	0.00	0.00	250.00	250.00	250.00	0 %
Function Total:	0.00	305.34	3,037.00	3,037.00	2,731.66	10 %
2111 SUPERVISION OF ATTENDANCE/SOCI						
111 ADMINISTRATIVE SALARY	0.00	274.67	824.00	824.00	549.33	33 %
190 LEAVE - PAY	0.00	0.00	95.00	95.00	95.00	0 %
250 WORKERS' COMPENSATION	0.00	1.54	5.00	5.00	3.46	30 %
260 HEALTH INS	0.00	23.76	74.00	74.00	50.24	32 %
Function Total:	0.00	299.97	998.00	998.00	698.03	30 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	3,716.66	22,299.00	22,299.00	18,582.34	16 %
190 LEAVE - PAY	0.00	0.00	900.00	900.00	900.00	0 %
250 WORKERS' COMPENSATION	0.00	21.80	131.00	131.00	109.20	16 %
260 HEALTH INS	0.00	1,229.00	7,374.00	7,374.00	6,145.00	16 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	500.00	500.00	500.00	0 %
610 SUPPLIES	0.00	0.00	400.00	400.00	400.00	0 %
Function Total:	0.00	4,967.46	31,604.00	31,604.00	26,636.54	15 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,250.00	1,250.00	1,250.00	0 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	0.00	2,250.00	2,250.00	2,250.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2210 IMPROVEMENT OF INSTRUCTION SER						
111 ADMINISTRATIVE SALARY	0.00	1,098.68	3,296.00	3,296.00	2,197.32	33 %
190 LEAVE - PAY	0.00	0.00	380.00	380.00	380.00	0 %
250 WORKERS' COMPENSATION	0.00	6.43	19.00	19.00	12.57	33 %
260 HEALTH INS	0.00	95.12	295.00	295.00	199.88	32 %
Function Total:	0.00	1,200.23	3,990.00	3,990.00	2,789.77	30 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	3,314.57	19,887.00	19,887.00	16,572.43	16 %
190 LEAVE - PAY	0.00	0.00	1,162.00	1,162.00	1,162.00	0 %
250 WORKERS' COMPENSATION	0.00	19.45	117.00	117.00	97.55	16 %
260 HEALTH INS	0.00	562.52	3,687.00	3,687.00	3,124.48	15 %
610 SUPPLIES	0.00	0.00	600.00	600.00	600.00	0 %
640 BOOKS	0.00	23.77	2,350.00	2,350.00	2,326.23	1 %
650 PERIODICALS	0.00	0.00	250.00	250.00	250.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	900.00	900.00	900.00	0 %
810 DUES AND FEES	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	0.00	3,920.31	29,513.00	29,513.00	25,592.69	13 %
2300 GENERAL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	0.00	7,965.33	31,312.00	31,312.00	23,346.67	25 %
190 LEAVE - PAY	0.00	0.00	1,895.00	1,895.00	1,895.00	0 %
250 WORKERS' COMPENSATION	0.00	46.61	183.00	183.00	136.39	25 %
260 HEALTH INS	0.00	696.83	2,802.00	2,802.00	2,105.17	24 %
330 OTHER PROFESSIONAL SERVICES	29.00	2,290.00	10,000.00	10,000.00	7,710.00	22 %
331 PROF. SERV. AUDITOR	0.00	0.00	6,200.00	6,200.00	6,200.00	0 %
332 PROF. SERV. LEGAL	0.00	1,000.00	5,800.00	5,800.00	4,800.00	17 %
530 COMMUNICATIONS- INTERNET SERVICE	0.00	1,267.14	4,000.00	4,000.00	2,732.86	31 %
531 COMMUNICATIONS- TELEPHONE	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
532 POSTAGE	24.76	1,271.00	1,500.00	1,500.00	229.00	84 %
540 ADVERTISING	0.00	39.61	1,000.00	1,000.00	960.39	3 %
550 PRINTING/DUPLICATING	472.38	1,038.01	6,000.00	6,000.00	4,961.99	17 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	200.00	2,500.00	2,500.00	2,300.00	8 %
610 SUPPLIES	0.00	491.15	6,500.00	6,500.00	6,008.85	7 %
660 MINOR EQUIPMENT	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
810 DUES AND FEES	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
Function Total:	526.14	16,305.68	93,192.00	93,192.00	76,886.32	17 %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	277.00	277.00	277.00	0 %
540 ADVERTISING	0.00	0.00	75.00	75.00	75.00	0 %
Function Total:	0.00	0.00	352.00	352.00	352.00	0 %
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	0.00	7,965.33	16,480.00	16,480.00	8,514.67	48 %
115 OFFICE/CLERICAL SALARY	0.00	11,113.59	31,296.00	31,296.00	20,182.41	35 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	159.80	0.00	0.00	-159.80	*** %
190 LEAVE - PAY	0.00	0.00	5,578.00	5,578.00	5,578.00	0 %
250 WORKERS' COMPENSATION	0.00	110.99	279.00	279.00	168.01	39 %
260 HEALTH INS	0.00	1,062.23	2,614.00	2,614.00	1,551.77	40 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2400 SCHOOL ADMINISTRATION						
340 TECHNICAL SERVICES	0.00	800.00	1,275.00	1,275.00	475.00	62 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	112.82	1,481.65	2,500.00	2,500.00	1,018.35	59 %
610 SUPPLIES	157.03	157.03	900.00	900.00	742.97	17 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	1,364.40	1,500.00	1,500.00	135.60	90 %
810 DUES AND FEES	0.00	0.00	450.00	450.00	450.00	0 %
Function Total:	269.85	24,215.02	62,872.00	62,872.00	38,656.98	38 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	14,661.16	39,984.00	39,984.00	25,322.84	36 %
190 LEAVE - PAY	0.00	0.00	8,439.00	8,439.00	8,439.00	0 %
250 WORKERS' COMPENSATION	0.00	80.83	224.00	224.00	143.17	36 %
260 HEALTH INS	0.00	466.53	1,400.00	1,400.00	933.47	33 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
532 POSTAGE	0.00	6.45	100.00	100.00	93.55	6 %
550 PRINTING/DUPLICATING	27.95	124.07	300.00	300.00	175.93	41 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	164.16	2,000.00	2,000.00	1,835.84	8 %
610 SUPPLIES	0.00	3.29	500.00	500.00	496.71	0 %
680 COMPUTER SOFTWARE	0.00	0.00	5,424.00	5,424.00	5,424.00	0 %
810 DUES AND FEES	533.54	1,544.52	1,500.00	1,500.00	-44.52	102 %
Function Total:	561.49	17,051.01	64,871.00	64,871.00	47,819.99	26 %
2600 OPERATIONS & MAINTENANCE						
111 ADMINISTRATIVE SALARY	0.00	1,098.66	3,296.00	3,296.00	2,197.34	33 %
114 CUSTODIAL SALARY	0.00	3,864.00	3,600.00	3,600.00	-264.00	107 %
190 LEAVE - PAY	0.00	0.00	376.00	376.00	376.00	0 %
250 WORKERS' COMPENSATION	0.00	29.06	40.00	40.00	10.94	72 %
260 HEALTH INS	0.00	95.11	608.00	608.00	512.89	15 %
410 POWER - LIGHTS	60.21	301.19	840.00	840.00	538.81	35 %
411 NATURAL GAS	748.54	1,377.90	12,600.00	12,600.00	11,222.10	10 %
412 ELECTRICITY	1,235.60	5,537.81	20,475.00	20,475.00	14,937.19	27 %
421 WATER TESTS	100.00	637.00	2,700.00	2,700.00	2,063.00	23 %
431 DISPOSAL SERVICE	0.00	1,977.73	6,000.00	6,000.00	4,022.27	32 %
433 CUSTODIAL SERVICES	2,304.00	11,520.00	27,648.00	27,648.00	16,128.00	41 %
440 REPAIR AND MAINTENANCE SERVICE	1,237.50	12,348.06	28,201.00	28,201.00	15,852.94	43 %
520 INSURANCE	0.00	0.00	10,920.00	10,920.00	10,920.00	0 %
531 COMMUNICATIONS- TELEPHONE	0.00	152.52	0.00	0.00	-152.52	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	35.64	35.64	0.00	0.00	-35.64	*** %
610 SUPPLIES	548.96	1,818.11	7,200.00	7,200.00	5,381.89	25 %
660 MINOR EQUIPMENT	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
810 DUES AND FEES	0.00	100.00	0.00	0.00	-100.00	*** %
Function Total:	6,270.45	40,892.79	126,004.00	126,004.00	85,111.21	32 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Program Total:	8,179.46	212,148.25	1,069,412.00	1,061,412.00	849,263.75	19 %
Program Group Total:	8,179.46	212,148.25	1,069,412.00	1,061,412.00	849,263.75	19 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 4 of 16
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	7,939.66	47,638.00	47,638.00	39,698.34	16 %
117 AIDES	0.00	0.00	18,720.00	18,720.00	18,720.00	0 %
120 SUBSTITUTE TEACHERS	0.00	0.00	375.00	0.00	0.00	0 %
122 SUBSTITUTE TEACHERS	0.00	0.00	375.00	375.00	375.00	0 %
190 LEAVE - PAY	0.00	0.00	3,322.00	3,322.00	3,322.00	0 %
250 WORKERS' COMPENSATION	0.00	46.56	290.00	290.00	243.44	16 %
260 HEALTH INS	0.00	1,229.00	8,274.00	8,274.00	7,045.00	14 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	500.00	500.00	500.00	0 %
610 SUPPLIES	61.95	61.95	400.00	400.00	338.05	15 %
Function Total:	61.95	9,277.17	79,894.00	79,519.00	70,241.83	11 %
2141 SUPERVISION OF PSYCHOLOGICAL S						
119 OTHER SUPERVISORY SALARIES	0.00	824.00	2,472.00	2,472.00	1,648.00	33 %
190 LEAVE - PAY	0.00	0.00	285.00	285.00	285.00	0 %
250 WORKERS' COMPENSATION	0.00	4.84	15.00	15.00	10.16	32 %
260 HEALTH INS	0.00	71.34	221.00	221.00	149.66	32 %
Function Total:	0.00	900.18	2,993.00	2,993.00	2,092.82	30 %
2400 SCHOOL ADMINISTRATION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	1,284.00	1,284.00	2,568.00	2,568.00	1,284.00	50 %
Function Total:	1,284.00	1,284.00	2,568.00	2,568.00	1,284.00	50 %
Program Total:	1,345.95	11,461.35	85,555.00	85,180.00	73,718.65	13 %
Program Group Total:	1,345.95	11,461.35	85,555.00	85,180.00	73,718.65	13 %
300						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
640 BOOKS	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810 DUES AND FEES	0.00	0.00	200.00	200.00	200.00	0 %
Function Total:	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
Program Total:	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	3,150.55	3,200.00	3,200.00	49.45	98 %
Function Total:	0.00	3,150.55	3,200.00	3,200.00	49.45	98 %
Program Total:	0.00	3,150.55	3,200.00	3,200.00	49.45	98 %
Program Group Total:	0.00	3,150.55	6,400.00	6,400.00	3,249.45	49 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	0.00	12,345.00	12,345.00	12,345.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	72.00	72.00	72.00	0 %
260 HEALTH INS	0.00	0.00	157.00	157.00	157.00	0 %
Function Total:	0.00	0.00	12,574.00	12,574.00	12,574.00	0 %
Program Total:	0.00	0.00	12,574.00	12,574.00	12,574.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
115 OFFICE/CLERICAL SALARY	0.00	116.67	0.00	0.00	-116.67	*** %
119 OTHER SUPERVISORY SALARIES	0.00	391.34	824.00	824.00	432.66	47 %
150 STIPEND	0.00	1,900.00	6,100.00	6,100.00	4,200.00	31 %
190 LEAVE - PAY	0.00	0.00	95.00	95.00	95.00	0 %
250 WORKERS' COMPENSATION	0.00	14.11	41.00	41.00	26.89	34 %
260 HEALTH INS	0.00	126.03	74.00	74.00	-52.03	170 %
Function Total:	0.00	2,548.15	7,134.00	7,134.00	4,585.85	35 %
Program Total:	0.00	2,548.15	7,134.00	7,134.00	4,585.85	35 %
Program Group Total:	0.00	2,548.15	19,708.00	19,708.00	17,159.85	12 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	1,582.77	11,792.00	11,792.00	10,209.23	13 %
119 OTHER SUPERVISORY SALARIES	0.00	824.00	2,472.00	2,472.00	1,648.00	33 %
126 SUBSTITUTE COOKS	0.00	37.50	0.00	0.00	-37.50	*** %
190 LEAVE - PAY	0.00	0.00	285.00	285.00	285.00	0 %
250 WORKERS' COMPENSATION	0.00	121.73	867.00	867.00	745.27	14 %
260 HEALTH INS	0.00	193.49	688.00	688.00	494.51	28 %
330 OTHER PROFESSIONAL SERVICES	0.00	134.00	100.00	100.00	-34.00	134 %
540 ADVERTISING	0.00	346.06	350.00	350.00	3.94	98 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	145.00	500.00	500.00	355.00	29 %
610 SUPPLIES	0.00	80.27	2,000.00	2,000.00	1,919.73	4 %
630 FOOD	1,491.17	4,502.95	10,000.00	10,000.00	5,497.05	45 %
Function Total:	1,491.17	7,967.77	29,054.00	29,054.00	21,086.23	27 %
Program Total:	1,491.17	7,967.77	29,054.00	29,054.00	21,086.23	27 %
Program Group Total:	1,491.17	7,967.77	29,054.00	29,054.00	21,086.23	27 %
Fund Total:	11,016.58	237,276.07	1,210,129.00	1,201,754.00	964,477.93	19 %

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	380.14	1,350.00	1,350.00	969.86	28 %
Function Total:	0.00	380.14	1,350.00	1,350.00	969.86	28 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	4,886.81	12,941.00	12,941.00	8,054.19	37 %
190 LEAVE - PAY	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
250 WORKERS' COMPENSATION	0.00	26.92	359.00	359.00	332.08	7 %
260 HEALTH INS	0.00	155.47	0.00	0.00	-155.47	*** %
Function Total:	0.00	5,069.20	15,800.00	15,800.00	10,730.80	32 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	60.21	301.19	840.00	840.00	538.81	35 %
412 ELECTRICITY	308.90	1,384.46	2,520.00	2,520.00	1,135.54	54 %
431 DISPOSAL SERVICE	0.00	219.74	900.00	900.00	680.26	24 %
433 CUSTODIAL SERVICES	0.00	1,728.00	7,000.00	7,000.00	5,272.00	24 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	210.00	1,500.00	1,500.00	1,290.00	14 %
531 COMMUNICATIONS- TELEPHONE	0.00	50.84	700.00	700.00	649.16	7 %
Function Total:	369.11	3,894.23	13,460.00	13,460.00	9,565.77	28 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
2700 STUDENT TRANSPORTATION						
115 OFFICE/CLERICAL SALARY	0.00	1,234.61	4,000.00	4,000.00	2,765.39	30 %
118 BUS DRIVERS	0.00	3,817.18	20,000.00	20,000.00	16,182.82	19 %
119 OTHER SUPERVISORY SALARIES	0.00	6,866.67	21,000.00	21,000.00	14,133.33	32 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	17.70	0.00	0.00	-17.70	*** %
190 LEAVE - PAY	0.00	0.00	3,650.00	3,650.00	3,650.00	0 %
250 WORKERS' COMPENSATION	0.00	323.28	2,000.00	2,000.00	1,676.72	16 %
260 HEALTH INS	0.00	636.69	1,800.00	1,800.00	1,163.31	35 %
330 OTHER PROFESSIONAL SERVICES	0.00	124.50	600.00	600.00	475.50	20 %
440 REPAIR AND MAINTENANCE SERVICE	276.23	3,007.54	3,250.00	3,250.00	242.46	92 %
520 INSURANCE	0.00	0.00	5,800.00	5,800.00	5,800.00	0 %
540 ADVERTISING	0.00	0.00	350.00	350.00	350.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	70.74	250.00	250.00	179.26	28 %
610 SUPPLIES	30.24	72.39	100.00	100.00	27.61	72 %
624 FUEL	0.00	0.00	3,900.00	3,900.00	3,900.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	68.00	200.00	200.00	132.00	34 %
Function Total:	306.47	16,239.30	67,400.00	67,400.00	51,160.70	24 %
2740 TRANSPORTATION SERVICING & MAIN						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	350.00	350.00	350.00	0 %
610 SUPPLIES	0.00	87.23	216.00	216.00	128.77	40 %
Function Total:	0.00	87.23	566.00	566.00	478.77	15 %
Program Total:	675.58	25,670.10	99,576.00	99,576.00	73,905.90	25 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 7 of 16
Report ID: B100

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
110 TITLE I						
2600 OPERATIONS & MAINTENANCE						
433 CUSTODIAL SERVICES	576.00	1,152.00	0.00	0.00	-1,152.00	*** %
Function Total:	576.00	1,152.00	0.00	0.00	-1,152.00	*** %
Program Total:	576.00	1,152.00	0.00	0.00	-1,152.00	*** %
Program Group Total:	1,251.58	26,822.10	99,576.00	99,576.00	72,753.90	26 %
Fund Total:	1,251.58	26,822.10	99,576.00	99,576.00	72,753.90	26 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 8 of 16
Report ID: B100

111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	0.00	122,212.00	122,212.00	122,212.00	0 %
Function Total:	0.00	0.00	122,212.00	122,212.00	122,212.00	0 %
Program Total:	0.00	0.00	122,212.00	122,212.00	122,212.00	0 %
Program Group Total:	0.00	0.00	122,212.00	122,212.00	122,212.00	0 %
Fund Total:	0.00	0.00	122,212.00	122,212.00	122,212.00	0 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 9 of 16
Report ID: B100

113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	856.00	856.00	856.00	0 %
Function Total:	0.00	0.00	856.00	856.00	856.00	0 %
Program Total:	0.00	0.00	856.00	856.00	856.00	0 %
Program Group Total:	0.00	0.00	856.00	856.00	856.00	0 %
Fund Total:	0.00	0.00	856.00	856.00	856.00	0 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	6,062.69	49,000.00	49,000.00	42,937.31	12 %
220 TRS	0.00	6,891.27	51,000.00	51,000.00	44,108.73	13 %
240 UNEMPLOYMENT	0.00	432.84	3,800.00	3,800.00	3,367.16	11 %
Function Total:	0.00	13,386.80	103,800.00	103,800.00	90,413.20	12 %
2100 STUDENTS						
210-166 SOCIAL SECURITY AND MEDICARE NURSE	0.00	63.35	450.00	450.00	386.65	14 %
240-166 UNEMPLOYMENT NURSE	0.00	4.35	23.00	23.00	18.65	18 %
Function Total:	0.00	67.70	473.00	473.00	405.30	14 %
2111 SUPERVISION OF ATTENDANCE/SOCI						
210 SOCIAL SECURITY AND MEDICARE	0.00	19.30	75.00	75.00	55.70	25 %
220 TRS	0.00	24.07	105.00	105.00	80.93	22 %
240 UNEMPLOYMENT	0.00	1.51	5.00	5.00	3.49	30 %
Function Total:	0.00	44.88	185.00	185.00	140.12	24 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	0.00	274.07	2,100.00	2,100.00	1,825.93	13 %
220 TRS	0.00	325.96	2,400.00	2,400.00	2,074.04	13 %
240 UNEMPLOYMENT	0.00	19.88	165.00	165.00	145.12	12 %
Function Total:	0.00	619.91	4,665.00	4,665.00	4,045.09	13 %
2210 IMPROVEMENT OF INSTRUCTION SER						
210 SOCIAL SECURITY AND MEDICARE	0.00	77.54	275.00	275.00	197.46	28 %
220 TRS	0.00	96.35	315.00	315.00	218.65	30 %
240 UNEMPLOYMENT	0.00	5.96	18.00	18.00	12.04	33 %
Function Total:	0.00	179.85	608.00	608.00	428.15	29 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	248.31	2,000.00	2,000.00	1,751.69	12 %
220 TRS	0.00	290.70	1,850.00	1,850.00	1,559.30	15 %
240 UNEMPLOYMENT	0.00	17.74	109.00	109.00	91.26	16 %
Function Total:	0.00	556.75	3,959.00	3,959.00	3,402.25	14 %
2300 GENERAL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	560.22	2,700.00	2,700.00	2,139.78	20 %
220 TRS	0.00	698.56	3,300.00	3,300.00	2,601.44	21 %
240 UNEMPLOYMENT	0.00	43.02	172.00	172.00	128.98	25 %
Function Total:	0.00	1,301.80	6,172.00	6,172.00	4,870.20	21 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	1,419.32	4,300.00	4,300.00	2,880.68	33 %
220 TRS	0.00	698.57	1,900.00	1,900.00	1,201.43	36 %
230 PERS	0.00	913.15	3,000.00	3,000.00	2,086.85	30 %
240 UNEMPLOYMENT	0.00	104.56	300.00	300.00	195.44	34 %
Function Total:	0.00	3,135.60	9,500.00	9,500.00	6,364.40	33 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	1,487.76	5,500.00	5,500.00	4,012.24	27 %
230 PERS	0.00	1,583.38	5,750.00	5,750.00	4,166.62	27 %
240 UNEMPLOYMENT	0.00	106.17	375.00	375.00	268.83	28 %
Function Total:	0.00	3,177.31	11,625.00	11,625.00	8,447.69	27 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	0.00	146.76	1,100.00	1,100.00	953.24	13 %
220 TRS	0.00	175.86	0.00	0.00	-175.86	*** %
240 UNEMPLOYMENT	0.00	10.73	85.00	85.00	74.27	12 %
Function Total:	0.00	333.35	1,185.00	1,185.00	851.65	28 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	373.13	725.00	725.00	351.87	51 %
220 TRS	0.00	96.35	360.00	360.00	263.65	26 %
240 UNEMPLOYMENT	0.00	27.21	55.00	55.00	27.79	49 %
Function Total:	0.00	496.69	1,140.00	1,140.00	643.31	43 %
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	871.56	4,000.00	4,000.00	3,128.44	21 %
220 TRS	0.00	602.22	2,300.00	2,300.00	1,697.78	26 %
230 PERS	0.00	267.70	2,325.00	2,325.00	2,057.30	11 %
240 UNEMPLOYMENT	0.00	64.23	275.00	275.00	210.77	23 %
Function Total:	0.00	1,805.71	8,900.00	8,900.00	7,094.29	20 %
Program Total:	0.00	25,106.35	152,212.00	152,212.00	127,105.65	16 %
Program Group Total:	0.00	25,106.35	152,212.00	152,212.00	127,105.65	16 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	607.38	4,100.00	4,100.00	3,492.62	14 %
220 TRS	0.00	696.30	4,907.00	4,907.00	4,210.70	14 %
240 UNEMPLOYMENT	0.00	42.47	325.00	325.00	282.53	13 %
Function Total:	0.00	1,346.15	9,332.00	9,332.00	7,985.85	14 %
2141 SUPERVISION OF PSYCHOLOGICAL S						
210 SOCIAL SECURITY AND MEDICARE	0.00	58.15	250.00	250.00	191.85	23 %
220 TRS	0.00	72.27	325.00	325.00	252.73	22 %
240 UNEMPLOYMENT	0.00	4.47	40.00	40.00	35.53	11 %
Function Total:	0.00	134.89	615.00	615.00	480.11	21 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	3,655.00	3,655.00	3,655.00	0 %
Function Total:	0.00	0.00	3,655.00	3,655.00	3,655.00	0 %
Program Total:	0.00	1,481.04	13,602.00	13,602.00	12,120.96	10 %
Program Group Total:	0.00	1,481.04	13,602.00	13,602.00	12,120.96	10 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	38.28	350.00	350.00	311.72	10 %
220 TRS	0.00	46.75	6,000.00	6,000.00	5,953.25	0 %
240 UNEMPLOYMENT	0.00	2.87	25.00	25.00	22.13	11 %
Function Total:	0.00	87.90	6,375.00	6,375.00	6,287.10	1 %
Program Total:	0.00	87.90	6,375.00	6,375.00	6,287.10	1 %
Program Group Total:	0.00	87.90	6,375.00	6,375.00	6,287.10	1 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 12 of 16
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700						
710 EXTRACURRICULAR PROGRAM						
2700 STUDENT TRANSPORTATION						
210-710 SOCIAL SECURITY AND MEDICARE FIELD TRIPS	0.00	13.71	0.00	0.00	-13.71	*** %
240-710 UNEMPLOYMENT FIELD TRIPS	0.00	0.93	0.00	0.00	-0.93	*** %
Function Total:	0.00	14.64	0.00	0.00	-14.64	*** %
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	0.00	1,900.00	1,900.00	1,900.00	0 %
240 UNEMPLOYMENT	0.00	0.00	88.00	88.00	88.00	0 %
Function Total:	0.00	0.00	1,988.00	1,988.00	1,988.00	0 %
Program Total:	0.00	14.64	1,988.00	1,988.00	1,973.36	0 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	0.00	179.50	750.00	750.00	570.50	23 %
220 TRS	0.00	24.09	175.00	175.00	150.91	13 %
240 UNEMPLOYMENT	0.00	12.73	38.00	38.00	25.27	33 %
Function Total:	0.00	216.32	963.00	963.00	746.68	22 %
Program Total:	0.00	216.32	963.00	963.00	746.68	22 %
Program Group Total:	0.00	230.96	2,951.00	2,951.00	2,720.04	7 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	532.76	5,300.00	5,300.00	4,767.24	10 %
220 TRS	0.00	72.27	300.00	300.00	227.73	24 %
230 PERS	0.00	558.13	5,100.00	5,100.00	4,541.87	10 %
240 UNEMPLOYMENT	0.00	37.37	325.00	325.00	287.63	11 %
Function Total:	0.00	1,200.53	11,025.00	11,025.00	9,824.47	10 %
Program Total:	0.00	1,200.53	11,025.00	11,025.00	9,824.47	10 %
Program Group Total:	0.00	1,200.53	11,025.00	11,025.00	9,824.47	10 %
Fund Total:	0.00	28,106.78	186,165.00	186,165.00	158,058.22	15 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 13 of 16
Report ID: B100

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	380.13	1,350.00	1,350.00	969.87	28 %
Function Total:	0.00	380.13	1,350.00	1,350.00	969.87	28 %
Program Total:	0.00	380.13	1,350.00	1,350.00	969.87	28 %
Program Group Total:	0.00	380.13	1,350.00	1,350.00	969.87	28 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
111 ADMINISTRATIVE SALARY	0.00	129.17	0.00	0.00	-129.17	*** %
112 CERTIFIED SALARIES	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
119 OTHER SUPERVISORY SALARIES	0.00	403.84	2,374.00	2,374.00	1,970.16	17 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
250 WORKERS' COMPENSATION	0.00	3.13	15.00	15.00	11.87	20 %
260 HEALTH INS	0.00	52.11	350.00	350.00	297.89	14 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	6,611.00	6,611.00	6,611.00	0 %
Function Total:	0.00	588.25	19,650.00	19,650.00	19,061.75	2 %
Program Total:	0.00	588.25	19,650.00	19,650.00	19,061.75	2 %
Program Group Total:	0.00	588.25	19,650.00	19,650.00	19,061.75	2 %
Fund Total:	0.00	968.38	21,000.00	21,000.00	20,031.62	4 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 14 of 16
Report ID: B100

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
660 MINOR EQUIPMENT	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
680 COMPUTER SOFTWARE	0.00	300.00	350.00	350.00	50.00	85 %
682 SUPPLIES- TECHNOLOGY	0.00	153.40	200.00	200.00	46.60	76 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	1,597.94	2,576.00	2,576.00	978.06	62 %
Function Total:	0.00	2,051.34	4,126.00	4,126.00	2,074.66	49 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	506.85	1,800.00	1,800.00	1,293.15	28 %
681 MAJOR COMPUTER SOFTWARE	0.00	315.00	1,000.00	1,000.00	685.00	31 %
Function Total:	0.00	821.85	2,800.00	2,800.00	1,978.15	29 %
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	0.00	2,005.30	12,032.00	12,032.00	10,026.70	16 %
250 WORKERS' COMPENSATION	0.00	11.75	75.00	75.00	63.25	15 %
260 HEALTH INS	0.00	219.68	1,307.00	1,307.00	1,087.32	16 %
Function Total:	0.00	2,236.73	13,414.00	13,414.00	11,177.27	16 %
Program Total:	0.00	5,109.92	20,340.00	20,340.00	15,230.08	25 %
Program Group Total:	0.00	5,109.92	20,340.00	20,340.00	15,230.08	25 %
Fund Total:	0.00	5,109.92	20,340.00	20,340.00	15,230.08	25 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 15 of 16
Report ID: B100

150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
840 PRINCIPAL ON DEBT	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
850 INTEREST ON DEBT	0.00	0.00	16,165.00	16,165.00	16,165.00	0 %
860 AGENT FEES/ISSUANCE COSTS	0.00	350.00	350.00	350.00	0.00	100 %
Function Total:	0.00	350.00	116,515.00	116,515.00	116,165.00	0 %
Program Total:	0.00	350.00	116,515.00	116,515.00	116,165.00	0 %
Program Group Total:	0.00	350.00	116,515.00	116,515.00	116,165.00	0 %
Fund Total:	0.00	350.00	116,515.00	116,515.00	116,165.00	0 %

11/18/16
15:14:20

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 16

Page: 16 of 16
Report ID: B100

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330-666 OTHER PROFESSIONAL SERVICES	0.00	12,674.48	15,000.00	15,000.00	2,325.52	84 %
School Security Transfer						
440 REPAIR AND MAINTENANCE SERVICE	0.00	2,085.00	58,208.00	58,208.00	56,123.00	3 %
660 MINOR EQUIPMENT	0.00	3,057.98	15,000.00	15,000.00	11,942.02	20 %
Function Total:	0.00	17,817.46	88,208.00	88,208.00	70,390.54	20 %
Program Total:	0.00	17,817.46	88,208.00	88,208.00	70,390.54	20 %
Program Group Total:	0.00	17,817.46	88,208.00	88,208.00	70,390.54	20 %
Fund Total:	0.00	17,817.46	88,208.00	88,208.00	70,390.54	20 %
Grand Total:	12,268.16	316,450.71	1,865,001.00	1,856,626.00	1,540,175.29	17 %



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

TO: Gallatin Gateway School Board
FROM: Carrie Fisher, Business Manager/District Clerk
DATE: November 14, 2016
RE: Cash Reconciliation as October 31, 2016

Gallatin Gateway School District #35
 County Treasurer Cash vs Book Cash
 AS OF OCTOBER 31, 2016

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$68,734.02	\$68,734.02	\$0.00
Transportation	110	\$15,344.52	\$15,344.52	\$0.00
Bus Depreciation	111	\$98,796.16	\$98,796.16	\$0.00
Food	112	\$13,270.75	\$13,270.75	\$0.00
Tuition	113	\$858.30	\$858.30	\$0.00
Retirement	114	\$2,318.81	\$2,318.81	\$0.00
Miscellaneous	115	\$39,795.00	\$39,795.00	\$0.00
Adult Education	117	\$18,404.49	\$18,404.49	\$0.00
Technology	128	-\$1,263.16	-\$1,263.16	\$0.00
Flexibility	129	\$57.22	\$57.22	\$0.00
Debt Service	150	\$12,626.40	\$12,626.40	\$0.00
Building	160	\$2,038.12	\$2,038.12	\$0.00
Building Reserve	161	\$36,480.31	\$36,480.31	\$0.00
Endowment	181	\$1,437.70	\$1,437.70	\$0.00
Payroll Clearing	186	\$1,438.05	\$1,438.05	\$0.00 *
Claims Clearing	187	\$18,199.52	\$18,199.52	\$0.00 *
Total		\$328,536.21	\$328,536.21	\$0.00

* Equals Outstanding Warrants.

2016-2017 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2016	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$1,769.20	\$730.80	\$0.00	\$2,500.00	(\$2,500.00)	\$0.00	\$0.00	\$0.00
Class of 2017	\$3,512.38	\$0.00	\$0.00	\$3,512.38	\$2,500.00	\$6,012.38	\$0.00	\$6,012.38
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	\$100.00	-\$38.25	\$0.00	(\$38.25)	\$0.00	(\$38.25)
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>\$100.00</u>	<u>\$13,330.05</u>	<u>\$0.00</u>	<u>\$13,330.05</u>	<u>\$0.00</u>	<u>\$13,330.05</u>

Balance as of:
October 31, 2016



DISTRICT CLERK

CARRIE FISHER

November/December - as of November 16, 2016
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel

Gary Jones

Kitchen/Food Service

Stacy Webb (Roscoe)

Connie Evenson

Teachers/Aides/Other

Shelly Berezay

April Bettilyon

Zoe Brown

Cynthia Corliss

Megan Costle

Kate Cottingham

Sonja Davis

Priscilla Dolan

Jonathan Gans

Jennifer Gilbert

Lauren Hausauer

Wendy Hourigan

Sunny Jaye

Helen Ketcher

Spencer Kirkemo

Patrick Lupton

Heather Maxcy

Libby Michaud

Brad Parsch

Teresa Ann Quatraro

Ashley Senenfelder

Megan Stark

Barry Sulam

Leeann Swain

Office/Clerical

Connie Evenson

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



**B
u
i
l
d
i
n
g

A
s
s
e
s
s
m
e
n
t**

November 2016

Building Assessment (1914 School Building)
Egress Assessment &
Safety Assessment of the
Gallatin Gateway School
Building Assessment



OWNER
Gallatin Gateway School District
100 Mill Street
Gallatin Gateway, Montana

ARCHITECT/ENGINEER
CTA Architects Engineers
411 East Main Street, Suite 101
Bozeman, MT 59715
406.556.7100

STRUCTURAL ENGINEER
Beaudette Consulting Engineers
1289 Stoneridge Drive
Bozeman, MT
406.556.8600

I. Executive Summary

Introduction

Statement of Purpose

CTA Architects Engineers (CTA) and Beaudette Consulting Engineers (BCE) were engaged by the Gallatin Gateway School District in May 2016 to perform a condition assessment of the 1914 original masonry school building. This included a code analysis and structural evaluation. In addition, the team was also requested to evaluate the egress and life safety attributed to the entire building. The intent of this report is to evaluate the current conditions and to identify deficiencies and recommend potential solutions.

Report Organization

In response to the scope of work outlined above we have organized the report into the following sections:

- I. Executive Summary
- II. Building Code Analysis (1914)
- III. Architectural Assessment (1914)
- IV. Structural Assessment (1914)
- V. Egress Analysis (Entire Building)
- VI. Safety Analysis (Entire Building)

Findings

II. 1914 Building Code Analysis

The original 1914 school building is well constructed and has been well maintained. When the building is held up to current code standards (2012 International Building Code and the 2010 Americans with Disabilities Act Standards) the following issues come to light:

- The existing stair is not in a rated enclosure, allowing a fire to spread quickly through the building and limiting egress options for the inhabitants.

- The structure is not designed to current construction standards, including gravity loading and seismic reinforcing.
- All levels of the building are not accessible to the handicapped, thus requiring the installation of an elevator.
- The toilet rooms are outdated and not sized to accommodate the handicapped.
- The current code requires an automatic sprinkler system for the entire building in its current configuration.
- A fire alarm system, including smoke detectors and horn strobes is required under current building codes.

Five options for rehabilitating the 1914 building have been identified:

Option 1: Do nothing. Allow the building to deteriorate and demolish it. Estimated Cost \$180,000

Option 2: Provide minimal upgrades to the building, providing a safer building. Estimated Cost \$405,000

Option 3: Renovate the 1914 building in its entirety. Estimated Cost \$770,000

Option 4: Renovate the 1914 building and provide an automatic sprinkler system and fire alarm system to the entire school. Estimated Cost \$1.12M

Option 5: Raze the 1914 building and replace it with a new code-compliant building. Estimated Cost \$1.32M

III. 1914 Building Architectural Assessment

The existing 1914 school building is in serviceable condition and has been well maintained over the years. The following items should be addressed:

- Eliminate sewer gas identified in the second floor corridor.
- Update the inspection of the boilers.
- Replace doors and hardware in order to achieve improved fire separations.
- Conduct minor masonry repairs.
- Install safety glazing in all glazed doors.
- Reglaze and paint the windows.
- Weather-strip the windows.

IV. 1914 Building Structural Assessment

BCE conducted an on-site inspection of the structural systems of the 1914 building. A summary of their findings is as follows:

- The structural members of the roof and floors are undersized per today's loading standards.
- The roof and floor systems need to be better tied to the masonry walls to increase resistance to a seismic event.
- The floors and interior side of the walls should be sheathed in plywood to increase resistance to a seismic event.

V. Egress Analysis

CTA conducted an on-site inspection of the egress of the entire school building. A summary of our findings are as follows:

- Most spaces meet current egress requirements for an educational facility.
- The corridor doors throughout the building are required to have a 20 minute fire rating. Except for the 2003 addition, none are rated.

- The egress doors from the gymnasium are undersized per current codes and should be replaced.

VI. Safety Analysis

CTA conducted an on-site inspection of the safety of the entire school building following the Crime Prevention through Environmental Design (CPTED) guidelines. A summary of these findings are as follows:

- The school meets most of the guidelines and principals of CPTED.
- A controlled access point at the school's entry should be established to prevent someone from entering the school without permission or escort.
- The school should have the ability to be secured at a moment's notice.
- Classrooms should have visual access to the corridors to enhance visual surveillance.

II. Code Analysis

Introduction

Intent

Gallatin Gateway School (GGS) is a valuable asset to the community, due to both its inherent architectural character as well as the service it provides.

The School Board's ultimate goal is to assure the safety and standard of care for the students that attend the school and the staff and facility that serve and educate the students. This report is intended primarily to serve the School Board and the Community by providing options and relevant information to prioritize their needs and create the basis for making informed decisions regarding the future of the school.

This report will assess GGS's architectural and structural conditions, evaluating their current status as well as their long-term feasibility. Life safety, accessibility and building code compliance will be reviewed relative to their impact on decisions moving forward.

The structural findings prepared by Beaudette Consulting Engineers is presented later in this report.

This document includes a review of the building's needs based on recent reports and provides options for renovating, rehabilitating, and eventually fully utilizing the original 1914 school building. The best option for the students and the 1914 building will be based on the results of careful collaboration between the community and the School Board. Combining the needs of serving the community with the long-term feasibility of the structure, it is hoped that the building will continue to serve the community another 100 years.

Referenced Codes and Standards

The following report may reference specific building codes and standards as they relate to this facility. These include, but are not limited to, the following:

- 2012 International Building Code (IBC)
- 2012 Uniform Plumbing Code (UPC)
- State Administrative Rules of Montana (ARM) 24.351

State and local municipalities have adopted the above codes for building code compliance and accessibility standards. The existing building use / occupancy classification is Education – Group E and no change in use / occupancy is anticipated. Should the use / occupancy change, further analysis will be required.

Additional codes and standards that may be referenced include:

- American National Standards Institute, ANSI A117.1 – 2003 Accessible and Usable Buildings and Facilities (ANSI A117.1)
- 2010 Americans with Disabilities Act Standards (ADA)

The following reports have been commissioned and issued to the School Board.

- Preliminary Engineering Report and Energy Audit – May 2012 prepared by CTA Architects Engineers

In addition to the above, the school district has provided all available drawings of various additions to the 1914 original school building.

General Building Description and Alteration History

1914 – The original two-story school was constructed and remains at its original location. The original school building

contained four classrooms, four toilet rooms, one office and storage areas. This building was constructed of load-bearing masonry exterior walls and wood-framed floors and roof. Construction Type III-B.

1961 – The first one-story addition was constructed immediately to the south of the original school. This addition included four classrooms, multi-purpose room, and restrooms. Construction Type III-B.

1966 – The second one-story addition was constructed immediately west of the original school and the 1961 addition. This addition contained four classrooms. Construction Type V-B.

1978 – The third one-story addition was constructed immediately to the east of the 1961 addition. This addition contained a gymnasium, locker rooms and two classrooms, the easternmost is presently the music room. Construction Type III-B.

2003 – The fourth and most recent one-story addition was constructed immediately to the west of the 1966 addition. This addition contains the school entry, administrative offices, library and computer/technology lab, toilet rooms, and six classrooms. Additional toilet rooms were also added to the south of the 1978 locker rooms. Construction Type V-B.

Basic Architectural Code Assessment - 1914 Original School Building

The architectural portion of this assessment will focus on general issues with construction type, egress, and handicapped accessibility.

2012 International Building Code

305.1 - Use/Occupancy Educational Group E

311.1 - Storage Group S

- Moderate Hazard Storage Group S-1
 - Books, Boots & Shoes, Cardboard Boxes, Furniture, Clothing
- Low-hazard Storage Group S-2
 - Metal desks with plastic tops and trim

503.1 - Construction Type for Use Group E

- Construction Type III-B
- Roof is constructed of combustible materials
- Exterior masonry walls are fire resistive
- Exterior walls are load-bearing, windows and openings are not protected.
- Construction Type III-B permits maximum 2 stories, 14,500 square feet per floor.
- The basement may be considered a story due to the height of the adjacent grade (ground) and the location of the first floor level.

506.2 - Frontage Increase

- 196 Linear feet of perimeter frontage – permits 30% area increase

506.1 - Area Increase

- Area may be increased with the installation of an Automatic Sprinkler System
- Combined allowable area plus area increase allows 18,850 square feet

508.4 – Required Separation of Occupancies

- Occupancies E & S-1 non-sprinkled – 2 Hour separation
- Occupancies E & S-1 sprinkled – 1 Hour separation
- Occupancies E & S-2 non-sprinkled – 1 Hour separation
- Occupancies E & S-2 sprinkled – 0 Hour
- Occupancies S-1 & S-2 non-sprinkled – 0 Hour separation

- Occupancies S-1 & S-2 sprinkled – 0 Hour separation

The building code requires the separation of different occupancies E - Educational occupancies need to be separated from S - Storage occupancies.

During our site investigation we have identified both types S-1 and S-2 storage. The required separation between an E and S-1 occupancy is a 2 hour fire rating for a non-sprinkled building; this is reduced to a 1 hour fire rating for a sprinkled building.

The required separation between an E and S-1 occupancy is a 0 hour fire rating for a non-sprinkled building, this is reduced to no fire rating for a sprinkled building.

The School Board will need to either relocate the items off-site or secure them in a newly created space(s) with the proper fire separation.

509 - Incidental Use

- Incidental uses cannot exceed 10% of the total building.

601 - Required Fire Ratings

- All systems for Construction Type III-B are non-rated, except for exterior load bearing walls – 2 Hour rating

716.5 - Corridor Door Rating

- 20 minute rating required
- Existing doors in the original building and all additions except for the 2003 addition are not rated and thus do not comply.

803.9 - Corridor Finishes

- Corridor finishes require a minimum Class of finish materials for non-sprinkled buildings –
- Interior exit stairways and passageways - Class A
- Corridors and enclosure for exit access stairways – Class B

- Rooms and enclosed spaces – Class C
- The classification of the existing carpeting on the floor cannot be conclusively confirmed.

903.2.3 - Automatic Fire Sprinklers

- Group E (Educational Occupancy) states that Fire Areas greater than 12,000 square feet are required to be protected by an automatic sprinkler system. A Fire Area includes the area of the building bound by fire barriers including horizontal projections of roof(s) above. The existing school is currently divided into three distinct Fire Areas:

- The 2003 building addition (exceeds threshold)
- The combined 1914, 1961, and the 1966 original building and additions
- The 1978 building addition.
- The *Fire Areas* of the 2003 building addition and the combined 1914, 1961 and the 1966 building areas exceed the 12,000 allowable square foot minimum requirements, thus requiring the installation of an automatic sprinkler system.

- There are several benefits to installing sprinklers in the building, they:
 - Provides a safer environment to the inhabitants,
 - Allow for a more flexible solutions to expanding and/or modifying the existing building(s),
 - May reduce building insurance premiums.

907.2.3 - Fire Alarm System

- Manual fire alarm systems are required in Group B unless the

interior corridors are protected by smoke detectors, or the building is protected by an automatic sprinkler system. (Not applicable)

1005.1 - Stair Minimum Widths

- .3 inches per occupant – stairways
- .2 inches per occupant – all other locations

1007.3 - Accessible Stairways

- Minimum width required 48 inches - The existing stair does not comply.
- Stairs require an Area of Refuge, separated by a smoke barrier. None provided.

1008.1.9 - Doors Operations

- Doors to have level handle hardware. Most doors are non-compliant.

1008.1.10 - Panic and Fire Exit Hardware

- Rooms with occupant loads of 50 or more require panic hardware. Complies.

1009.2 - Interior Exit Stairways

- Interior exit stairways shall lead directly to the exterior or be extended through the building with an exit passageway.

1009.7.2 - Risers Height and Tread Width

- Riser heights shall not exceed 7 inches
- Tread widths shall not be less than 11 inches

1009.7.4 - Stair Dimensional Uniformity

- Treads and risers shall be uniform in size and shape. Tolerance shall not exceed 3/8 inch. The riser height does not comply.

1009.10 - Vertical Rise

- A flight of stairs shall not exceed 12 feet between floor levels.

1012.2 - Handrails Heights

- Handrails shall be mounted 34-38 inches above the leading edge of a tread. The existing handrails do not comply.

The handrails from the main floor landing to the first floor of the 1914 building are mounted too high for use by children and too low for use by adults. The handrails currently do not return to the walls or have proper extensions.

1012.6 - Handrails Extensions

- Handrails shall return to the wall and have extension at the top and bottom of each run. The existing handrails do not comply.

1014.3 -Common Path of Egress Travel

- Common path of egress shall not exceed 75 feet - Complies

1015.1 - Spaces with One Exit

- Spaces with 50 or more occupants require two exits - Complies

1015.2.1- Exit Separation

- Two exits must be a minimum of 1/2 the diagonal distance apart. - Complies

1016.1 - Exit Access Travel

- Exit travel distance shall not exceed 200 feet - Complies

1018.1 - Corridor Fire Rating

- Corridor fire rating for an E occupancy non-sprinkled building is 1 hour - Complies

1018.2 - Minimum Corridor Width

- Group E occupancies with a capacity of 100 or more require 72 inch wide corridor - Complies

1022.2 - Stories with One Exit

- E occupancy is not permitted to have one exit. The east classroom on the second floor has only one exit. Does not comply.

1022.2 - Interior Stairways and Ramps

- Stairway enclosures shall have a fire resistance rating of 1 hour in buildings less than four stories.
- Elevators shall not open into stairways.

2406.4 - Safety Glazing - Hazardous Locations

- Non-safety glazing in doors shall be considered as hazardous. The second-story classroom doors and the east entry doors do not contain safety glazing. Does not comply.

3406.1.2 - Existing Fire Escapes

- Existing fire escapes in existing buildings are permitted. Complies

3406.1.3 - New Fire Escapes

- New fire escapes in existing buildings are permitted where exterior stairs cannot be utilized.

Montana Code Annotated 24.301.351

- Plumbing Fixture Counts

- Plumbing fixtures required:
 - 1 toilet per 100 males, and 1 lavatory per 200 males
 - 1 toilet per 35 females, and 1 lavatory per 70 females
- Required plumbing fixtures:
 - 4 male toilets and 2 lavatories
 - 9 female toilets and 5 lavatories
- Provided plumbing fixtures:
 - 8 male toilets and 6 lavatories
 - 11 male toilets and 6 lavatories
- The office and kindergarten through 3rd grade classrooms (1966 addition) were not included in the fixture counts because they have fixtures dedicated to that space. The gymnasium is also not included as it does not add to the occupant load when the school is in session.

Chapter 34 Existing Building Code Review

As tabulated per IBC Section 3412.6. This section provides a tool to assess the level of code compliance of an existing building and ascertain avenues to gain compliance. The buildings scores are compared against established benchmarks.

Section	Description	Equation/Support	Fire Safety FS Score	Means of Egress ME Score	General Safety GS Score
3412.6.1	Building Height	(55-36.3)/12.5x1	1.28	1.28	1.28
3412.6.2	Building Area	18850/1200*(1-1977/1450)	13.57	13.57	13.57
3412.6.3	Compartmentation	No doors with closers	15	15	15
3412.6.4	Tenant Separations	No doors with closers	-4	-4	-4
3142.6.5	Corridor Walls	No doors with closers	-5	-5	-5
3412.6.6	Vertical Openings	Unprotected opening	-7	-7	-7
3412.6.7	HVAC Systems	Central boiler	5	5	5
3142.6.8	Auto. Fire Detection	Not fully protected	-4	-4	-4
3412.6.9	Fire Alarm Systems	Manual Fire Alarm	5	5	5
3412.6.10	Smoke Control	None	-	0	0
3142.6.11	Means of Egress	Use of fire escape	-	-10	-10
3412.6.12	Dead Ends	No dead ends	-	2	2
3412.6.13	Exit Travel Distance	20x(200-94/200)	-	10.6	10.6
3142.6.14	Elevator Control	No elevator	-2	-2	-2
3412.6.15	Egress Lighting	Complies	0	0	0
3412.6.16	Mixed Occupancies	No mixed occupancies	0	-	0
3142.6.17	Automatic Sprinklers	Sprinklers required none provided	-12	-6	-12
3412.6.18	Stand Pipes	None req'd/provided	0	0	0
3412.6.19	Incidental uses	None	0	0	0
Total Building Score			5.85	14.45	8.45
Required Safety Benchmarks			29	40	40
Exceeds Requirements by			-23.15	-25.55	-31.55

Conclusion – Code

The existing building generally meets many of the current code standards, requirements and dimensions. The following modifications to the existing building will most likely bring the building into compliance. They include:

- Replace the interior exit – provide a rated stair tower with compliant stairs, railings and an area of refuge on each floor.
- Replace corridor doors –replace the non-rated doors with 20-minute doors with closers and smoke seals.
- Install an automatic sprinkler system
- Rework the fire escape – modify the fire escape to provide a second means of egress from the east classroom on the second floor
- Install a smoke detection system and updated fire alarm – verify the capabilities of the fire alarm located in the 2003 addition to see if it can accommodate the additional devices needed in the remainder of the building. This would include smoke detectors, horn strobes, and manual pull stations.

The recommendations itemized above are primarily related to life safety systems and fire/smoke containment. The implementation of the recommendations will greatly impact all of the calculations associated with the building.

Building Envelope

Enhancing the existing exterior envelope by furring out the walls, adding cavity insulation, reglazing the windows, and adding weather-stripping will reduce energy costs and increase user comfort.

American with Disabilities Act Standards

The following areas do not comply:

- Vertical Circulation – there is no elevator access to the first or second floors of the 1914 building.
- Restroom Accessibility – the toilet rooms do not provide adequate space to permit access to plumbing fixtures. Accessible water fountains do not exist in the 1914 building. Chapter 6 should be followed when designing replacement facilities.
- Area of Refuge – there is no Area of Refuge at the first or second floors of the 1914 building.
- Door hardware – the door hardware at several doors does not include levers.

Other Discipline Assessments

- Structural assessment is provided elsewhere in this document.
- Mechanical assessment was prepared and delivered under a separate assessment.
- Plumbing assessment was not included in the scope of work.
- Electrical Assessment was not included in the scope of work.

Recommendations

There is significant value in the original 1914 school building including: cultural, historical, and built functional space. There is a need to remain fiscally responsible and to maintain efficiency with public funding entrusted to the School District and the Board. We have identified the following potential summary of options regarding the rehabilitation of the original Gallatin Gateway School building.

Option 1:

Do nothing. If the building is not improved or regular maintained it will eventually become uninhabitable resulting in the eventual razing of the structure.

Option 2:

Upgrade the original 1914 school building's selected building systems. Repairing limited seismic elements, provide a stair tower, rated corridors, area of refuge and automatic fire protection, smoke detection, and alarm systems to this building only.

Option 3:

Renovate the original 1914 school building completely rectifying the building code, structural, accessibility and life safety deficiencies.

Option 4:

Upgrade the entire school with automatic fire protection, smoke detection, and alarm systems. Provide Building Code and Accessibility upgrades to the original 1914 school building.

Option 5:

Replace the original 1914 school building with a new structure. Raze the existing structure and replace it with a new structure that replaces the program spaces one for one. Either at the site of the original structure or elsewhere on the property.

Detailed Description of Options

Option 1:

If the building is not maintained and no renovation projects are planned for the original 1914 school building, it will eventually become uninhabitable. Once this occurs, the structure would need to be razed in order to not cause harm to the adjacent structures and their inhabitants. Loss of functional space would occur. The cost identified below includes only demolition of the existing building and minor repairs where it adjoins the remaining school.

Estimated Cost - \$180,000

Option 2:

Upgrade the basic building elements the original 1914 school building related to life safety, initial structural improvements, and building code deficiencies. This would include the following items:

- Replace the existing stair
- Provide rated corridors
- Rework the fire escape
- Replace the fire alarm and smoke detection system
- Provide limited seismic upgrades including reinforced connections between the roof and floors to the walls.

Estimated Cost - \$405,000

Option 3:

Fully renovate the original 1914 school building including all life safety, structural improvements, and building code deficiencies. This would include the following items:

- Replace the existing stair
- Install an elevator
- Provide rated corridors
- Replace the fire alarm and smoke detection system

- Rework the fire escape
- Provide seismic upgrades
- Provide an automatic sprinkler system
- Replace and conceal electrical systems
- Renovate the existing windows
- Insulate the exterior walls

Estimated Cost - \$790,000

Option 4:

Fully renovate the original 1914 school building including all life safety, structural improvements, and building code deficiencies. (Identified in Option 3 above.) Install an automatic sprinkler system and related fire alarm and smoke detection systems throughout the entire school. This would include the following items:

- Replace the existing stair
- Provide rated corridors
- Replace the fire alarm and smoke detection system throughout
- Rework the fire escape
- Provide seismic upgrades
- Provide an automatic sprinkler system throughout
- Replace and conceal electrical systems
- Renovate the existing windows
- Insulate the exterior walls

Estimated Cost - \$1.12M

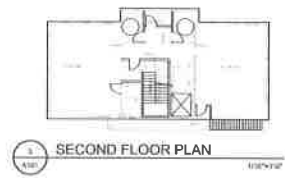
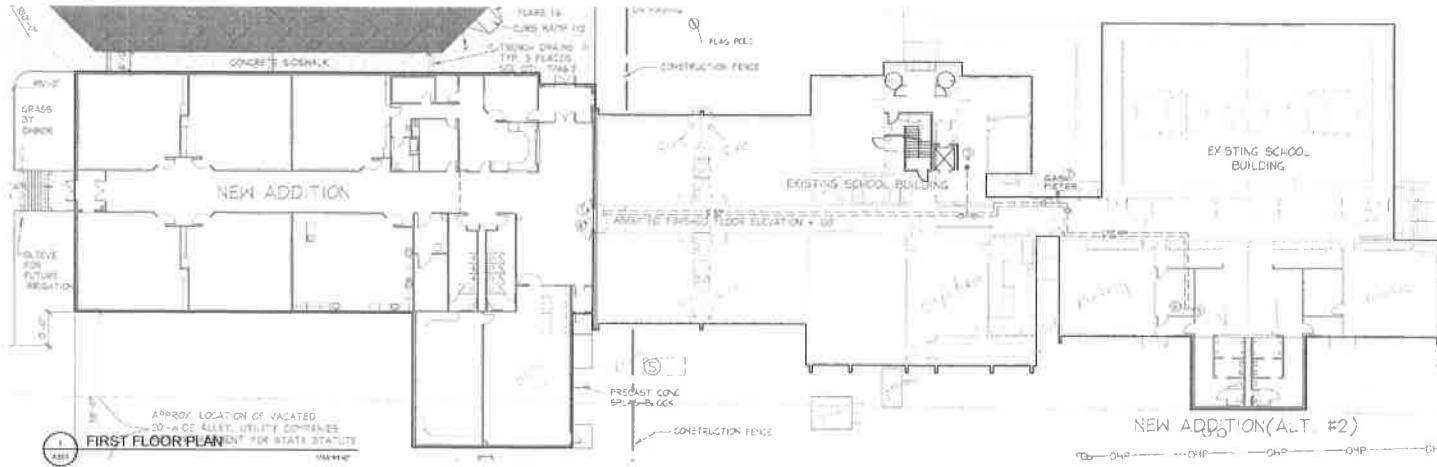
Option 5:

Raze the existing Original 1914 School building and replace it with a new fully code compliant facility containing the same programmatic spaces.

Estimated Cost - \$1.32M

General Notes:

The above estimates costs provided are in 2016 dollars. They do not include the testing for and removal of hazardous materials.



GALLATIN GATEWAY, MONTANA
GALLATIN GATEWAY SCHOOL

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

© 2014 | ALL RIGHTS RESERVED
 Proposed
 Plans
 DESIGNED BY RDS
 DRAWN BY RDS
 REVISIONS

PLANS
A102

III. Building Assessment

Introduction

Statement of Purpose

CTA Architects Engineers (CTA) was engaged by the Gallatin Gateway School District in May 2016 to perform a condition assessment of the 1914 original masonry school building. The intent of this report is to evaluate the current condition of the exterior envelope and interior materials, and to identify causes of deterioration and recommend repairs; and to provide construction cost estimates for the identified treatments.

General Condition Statement

The original 1914 school building is well constructed and has been well maintained. When the building is held up to current standards (2012 International Building Code and the 2010 Americans with Disabilities Act Standards) the following things come to light:

Note: The actual required improvements will vary depending on the scope and cost of alterations being made at that time.

Items of Immediate Concern

- The boiler inspection certificate was near its expiration. We understand that the inspector had been notified for the reinspection.
- Sewer gas was present in the second floor corridor. It is assumed that the traps of the water fountain, toilets, and lavatories have dried out and were allowing sewer gas to enter the second floor. We recommend that water, then a small amount of vegetable oil, be poured in each trap. The vegetable oil will slow down the evaporation of the water in the trap.

Entire School Complex of Buildings

- Due to the size of fire areas of the building the installation of an automatic sprinkler system is required. (Fire areas may be modified in such a manner as to not require an automatic Sprinkler system. Further in-depth study is required). See the Code Analysis portion of this report for additional information.
- A new fire alarm system that would include audio and visual annunciators is required. The existing fire alarm system in the 2001 addition may be compliant. Further in-depth analysis is required. See the Code Analysis portion of this report for additional information.

1914 Original School Building

- Any renovation of the 1914 School Building would require redesign of the toilet rooms to provide handicapped accessibility.
- The current use of the second floor as storage requires fire separation and the construction of fire rated systems including walls, floors and doors. It is recommended that the storage be removed from the building.
- The existing fire escape can be used as a second means of egress. The door and hardware at the base of the fire escape are required to be modified to meet current building codes.
- In order to make the 1914 building fully accessible an elevator will need to be installed. This may not be required

depending on the scope of the proposed alterations and the programmatic overlap with the other additions.

- The existing fire escape could be modified to accommodate a second means of egress from the east second floor classroom.
- The existing door hardware (knobs) will need to be replaced with level handles.
- The non-rated safety glazing in all doors will need to be replaced with safety glazing.
- The run of stairs from the first floor to the main level of the building additions has risers of varying height. This run of stairs should be replaced. As part of a major renovation the stair should be replaced from the basement to the second floor.
- Minor masonry repairs are needed. Efflorescence is visible on the north elevation of the building; it should be brushed off. Mortar patching will be necessary at the east basement windows. The brick sills need to be repointed.
- The windows are in need of reglazing and repainting. The installation of the weather-stripping is recommended.
- The accumulation of debris in the east egress stair from the gymnasium needs to be monitored to prevent the floor drains from becoming plugged and water entering the building.
- See the structural analysis of this report for additional information.

Construction Cost Estimate

A cost estimate for assessment related repairs is provided at the end of this section.

Purpose & Methodology

CTA Architects Engineers (CTA) and Beaudette Consulting Engineers (BCE) visited the site June 14, 2016 and conducted visual assessments of the foundations, exterior walls, doors, windows, and roof. Interior floors, walls, ceilings and doors were also assessed. BCE examined the structure, where visible, and looked for apparent structural deficiencies. The CTA / BCEs assessment team was comprised of Project Manager Bob Franzen, AIA, Sky Cook Project Architect and Samantha Fox, Structural Engineer. Our efforts were aided by assistance from the staff.

Hazardous Materials

Hazardous materials are typically found in construction of this time period. Until testing is performed, it should be assumed that lead-based paint and various asbestos-containing material are present. Asbestos is often in window glazing putty and insulation. Asbestos is also found in plaster and mortar, albeit less frequently.

Project Information

Building Name -

Gallatin Gateway School 1914 Building

Building Owners -

This building is owned by the Gallatin Gateway School District.

Building Use - Current & Historic

This building is currently used as a public school for the Gallatin Gateway School District. The original 1914 school building initially used as classrooms is now used as an art instructional space, office/Board meeting room, and storage.

Location

This school building is located in Gallatin Gateway Montana, Montana, in Gallatin County.

Construction Date

1914

Building Area

5,911 square feet

Building Orientation

This rectangular building is oriented east/west and is squarely aligned with the street.

Previous Interventions/ Documentation/Assessments

Preliminary Engineering Report and Energy Audit – May 7, 2012 prepared by CTA Architects Engineers.

Current Floor Plans

The floor plans of the Gallatin Gateway School have been provided by the GGSD from the previous remodeling and building addition projects, the most current prepared by JGA Architects in 2003.

Condition Assessment

This building consists of the originally constructed 2-story school and 3 subsequent additions. Only the 1914 original classroom building is included in this assessment.

Exterior Assessment

Foundation Description

The foundation of the 1914 portion of the building is constructed of board formed cast-in-place concrete. The former window openings in the basement have been infilled with concrete block.

Condition

The concrete foundation walls are in good condition. The inside corner of the east wall of the porch and the east end of the north wall of the building have efflorescence (salts being driven from the interior of the concrete to the exterior by following moisture.) This isolated condition may be the result of

irrigation water hitting this portion of the building or an overflowing gutter above.



Foundation- Northeast corner of porch.



Foundation - North wall east end.

Recommendations

Examine the irrigation system to determine if one of the sprinkler heads is spraying the building. If so, adjust the head to avoid hitting the building. Verify that the existing gutter and downspouts for this area of the building are clear of debris and free flowing. If they are blocked, remove the debris. Remove the white salt stains from the concrete by brushing them with a stiff natural bristle brush.

Exterior Walls

Description

The exterior walls of the 1914 building are constructed of solid masonry (red brick),

approximately 12" in thickness.

Condition

In general the existing masonry walls are performing well and exhibiting minimal wear. The mortar between the brick at the window sills has eroded over time. The northeast corner of the masonry wall has efflorescence (salts being driven from the interior of the wall to the exterior by following moisture.) There are minor cracks in the masonry between the basement and the first floor windows at the west end of the north elevation. There are minor holes in the masonry at the east elevation south basement window.



Masonry Wall - East elevation.

Recommendations

Remove loose and/or deteriorated mortar at each window sill. Replace with new lime-based mortar. Protect the skyward joints with sealant capped with lead caming. Verify that the existing gutter and downspouts at the northeast corner of the building are clear of debris and free flowing. If they are blocked remove the debris. Verify that all joints in the gutter and downspouts are tight and not leaking water. Then remove white salt stains from the masonry by brushing them with a stiff natural bristle brush. Visually monitor the cracks in the masonry and report any changes to BCE. Remove any loose mortar

from the masonry at the east elevation south basement window. Point the joints with lime-based mortar.

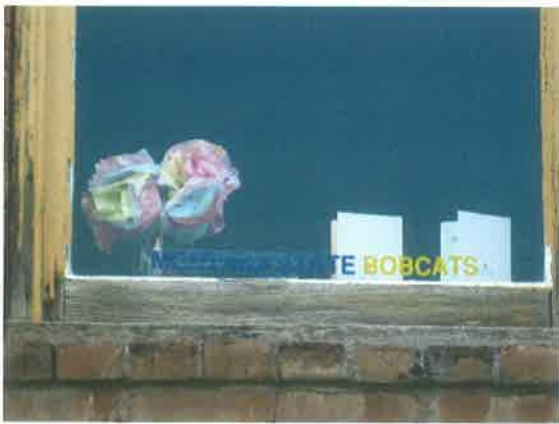
Windows

Description

The typical windows in each classroom are single-glazed wood double-hung windows with a one-over-one lite pattern. The window at the landing is a slightly smaller version of the typical classroom window. The washroom windows have been replaced with casement windows.

Condition

The condition of all of the windows is generally good. The exterior paint has begun to peel and is now ready to be prepared and painted. The glazing putty is loose and or cracked at most sash. There does not appear to be any weather-stripping. The sealant in the joint between the window jambs and the masonry has dried out and cracked. The casement window in the first floor Men's Toilet Room is missing hardware and has been sealed shut with sealant.



Window - Sill

Recommendations

Replace loose and/or missing glazing putty. Paint the exterior of all windows with a high-quality paint system. Install bronze or zinc weather-stripping at each window. Remove

the deteriorated sealant between the window jambs and the masonry and install new high quality non-staining urethane sealant.

Exterior Doors

Description

The exterior doors at the north entry are wood with one-half lites. They are currently used for emergency egress only. There is a single-leaf flush panel wood which leading from the west classroom on the second floor to the fire escape.

Condition

The east entry doors and hardware are in good operating condition. The glass lites in the doors do not contain a certification that they are tempered safety glass. Safety glazing is required in doors per IBC 2406.1. The weather-stripping has worn and is due for replacement. Confirm that the door closers comply with the ADA delayed closing timing. The south egress door from the west classroom on the second floor to the fire escape is beyond its useful life span.

Recommendations

Replace the glass in the doors with safety glass. Replace the weather-stripping. Confirm that the door closers comply with the ADA 404.2.8 closing timing requirements. Replace the south egress door to the fire escape with a new insulated hollow metal door.

Roof

Description

The 1914 building has a wood framed hip roof with asphalt shingles and aluminum gutters and downspouts. A galvanized ventilator exists on the north face of the roof. A wood constructed tower is located above the entry on the north face of the roof. The tower has a gable roof with a ridge that runs north-south. The walls of the tower have wooden louvers on all four sides. Wood shingles cover the remainder of the sides of the tower.

Condition

The asphalt shingles, gutter, and downspouts appear in good condition with several years of life remaining. The ventilator appears to be in serviceable condition. The wooden tower also appears to be in good condition.



Roof - South facing slope.



Ventilator

Recommendations

Examine the roof and gutters on an annual basis, ensuring the gutters and downspouts are clear of debris. Perform minor maintenance as identified with each inspection. Prepare and paint the wood trim on the tower at regular intervals.

Site Conditions

Description

The overall site slopes from the northeast to the southwest. The gymnasium is set into the

hillside to the east. The gymnasium and the 1914 school building roofs drain to grade at the north side of the building.

Condition

There appears to be a depressed area north of the 1914 building entry that may retain storm water. The east gymnasium egress doors have debris at the landing which could block the floor drain.



Egress Doors - East Gymnasium

Recommendations

Monitor the east gymnasium exit and the surface run off at the area north of the 1914 building. Clear debris and maintain the floor drains at the bottom to the stairs to the east gymnasium exit on a regular basis.

Interior Assessment

Floors

Description

The floors are covered with carpeting in all areas except the four toilet rooms and storage rooms which have sheet vinyl flooring. All areas have a vinyl or rubber base applied to the original 12" tall painted wood base.

Condition

The flooring in the classrooms and hallway is nearing the end of its useful life and will need to be replaced within 5-7 years. The present art room flooring is heavily stained. The carpet in the stairway from the ground floor

of the adjacent school building to the second floor is worn and should be replaced within 3-5 years. The base is presently in serviceable condition.



Floors – Art Room

Recommendations

Replace the worn carpeting within the next 5-7 years. If the art room is to remain as an art teaching space, then the carpet should be replaced with vinyl tile. If the art room is to be re-purposed into a classroom the carpet should be replaced with new carpeting. Review the condition of the base at the time the carpet is being replaced, and replace if necessary.

Interior Walls

Description

The walls throughout the building are painted plaster or gypsum board with the exception of the toilet room walls which are finished with vinyl covered Masonite. The second floor central storage room is finished with wood paneling.

Condition

In general the plaster or gypsum board walls are in good condition. The following areas require patching:

The west wall of the art room above the sink is severely stained.



Interior Walls - Art Room west wall.

Recommendations

Patch holes identified above, prime and paint. Apply a water resistant material (such as FRP or stainless steel sheet) above the sink in the art room.

Ceilings

Description

The ceilings in all classrooms are 2x4 lay-in acoustical tile in an exposed metal grid. The toilet rooms, storage rooms and stairway ceilings are all constructed of painted plaster or gypsum board.

Condition

The 2x4 lay-in ceilings are all in good condition. The plaster or gypsum board ceilings in the small storage rooms have holes in them.



Ceilings – Storage room patch.

Recommendations

Patch repair the holes in the small storage room ceilings and prepare and paint the ceilings.

Interior Doors

Description

The first floor classroom doors and the toilet room doors are flush wood doors with a clear finish. The second floor classroom doors are ½ lite, painted, wood doors. The storage room doors are painted raised panel doors.

Condition

The glass lites in the second floor doors are not safety glass. The door hardware on the second floor classroom doors is not functioning.



Recommendations

Remove the glass lites in the second floor classroom doors and replace with safety glass. Remove and replace the second floor classroom door hardware.

Toilet Rooms

Description

There are two toilet rooms for each floor of the building, one Men's, and one Women's. The difference between the two is that the

Men's includes a trough urinal.



Toilet Rooms – 1st Floor Women's Room

Condition

The toilet rooms are in generally good condition, however the toilet rooms are undersized and not compliant with accessibility standards.

Recommendations

The toilet rooms should be demolished as part of a building renovation and designed to meet current codes and accessibility standards.

Stairs

Description

The 1914 building has two floors above grade and a basement. The existing wood stair connects the basement, first and second floors. The stair is constructed of wood and is covered in carpet. There are wood handrails on both sides of the stair. The 1914 building connects to the 1961 addition and the remainder of the school at a mid-landing

between the basement and the first floor.

The stair is divided into three sections: basement to the mid-landing; mid-landing to first floor; and first floor to second floor. Wood doors separate these levels. None of the doors are fire rated.

The bottom riser between the mid-landing and the first floor is considerably shorter than the remaining risers.



Stair - Mid-landing to First Floor

Condition

The run of stairs from the mid-level landing are a tripping hazard. IBC Section 1009.7.4 requires egress stairs to be dimensionally uniform. The stairs are not in a rated enclosure as required by IBC Section 1022.1.

The handrails are mounted below the required mounting heights and do not return to the wall.

Recommendations

The full run of stairs from the basement to the

second floor should be replaced as part of a remodeling project.

Fire Escape Description

The second floor west classroom second exit is an existing fire escape. Fire escapes are permitted under Chapter 34 (dedicated to existing buildings) of the International Building Code. The fire escape extends horizontally east across the south elevation of the building then down to grade. The bottom riser(s) are encased in the concrete landing and thus the handrails terminate in the landing as well. A metal fence and gate provides security at the bottom of the fire escape. The hardware on the gate is a gate latch. The size of the gate is approximately 3' x 5'.



Fire Escape - Landing



Fire Escape – Looking East

Condition

The fire escape appears to be in serviceable condition and compliant with Chapter 34 of the IBC. The gate in the fence at the bottom of the stair does not meet code-required head clearance of 6'-8". The latching door hardware does not meet IBC Section 1008.1.1 requiring doors to have panic hardware for occupant loads over 50.



Fire Escape – Gate Bolt

Recommendations

Reconstruct the fence and gate to accommodate a 3'-0" wide x 6'-8" tall gate. Replace the gate hardware with panic hardware.

Miscellaneous

Description

Exposed electrical splices were found above the ceiling adjacent to the attic access in the second floor center storage room.

Condition

Exposed electrical splices are not permitted by the building codes.

Recommendations

Conceal all electrical splices with in approved junction boxes.



Fire Escape – Security Gate Looking West



Miscellaneous – Exposed Electrical Wiring

Disclaimer

This report reflects observations on the dates of the inspection. The inspection was based on those building components accessible to view; some material probes and selective removal supplemented the visible evidence where necessary. CTA makes no representations regarding latent or concealed defects that may exist in the building. This report is made only in the best exercise of our ability and judgement. Not all locations of all materials are described herein, yet all areas of concern are addressed.

Illustrations

All photographs included herein were taken by CTA Architects Engineers on June 14, 2016 unless otherwise noted.

Appendix

Cost Estimate

Clean Foundation and Adjust	\$700
Irrigation System	
Masonry Repairs	\$900
Windows Repairs	\$11,750
Exterior Door Repairs	\$4,900
Paint Tower	\$1,500
Site Conditions	Note 1
Replace Flooring	\$23,500
Wall Repair at Art Sink	\$160
Storage Closet Ceiling Repair	\$300
Interior Door Repair	\$975
Toilet Room	Note 2
Stair	Note 2
Fire Escape	Note 2
Miscellaneous	Note 1

Note 1: Costs are considered routine maintenance.

Note 2: Costs are include in comprehensive estimates located in Part 2 of this report.

Main Office:
131 W. Main
Missoula, MT 59802
(406) 721-7315

Kalispell Office:
450 Corporate Drive
Kalispell, MT 59901
(406) 752-5675

Bozeman Office:
1289 Stoneridge Dr., Suite 1A
Bozeman, MT 59718
(406) 556-8600

Billings Office:
2718 Montana Ave., Suite 216
Billings, MT 59101
(406) 556-8600



July 6, 2016

Sky Cook and Bob Franzen
CTA Bozeman
411 E Main St, Ste101
Bozeman, MT 59718

RE: Gallatin Gateway School Building Assessment

Dear Sky and Bob,

As requested, we have completed a structural conditions assessment for the original 1914 Gallatin Gateway School building in Gallatin Gateway, MT. Jami Lorenz, PE and Samantha Fox, EI completed the assessment and this report. The site was visited on Tuesday, June 14, 2016. The findings and recommendations in this report are based on visual inspections made at the site. There were no existing building drawings available at the time of the visit. Per the scope of this assessment, no material tests were performed. The following report is a summary of our general structural observations and initial recommendations.

We understand that this report is general in nature. We are at your disposal to discuss the options for structural retrofits of the dorm to provide a general stabilization or life-safety solution for the reuse of the structure. A more in-depth structural analysis and design effort will be pursued upon your approval to create the necessary construction documents for this stabilization effort. Please contact us with any questions you may have at this time.

Sincerely,

Beaudette Consulting Engineers, Inc.

A handwritten signature in blue ink that reads 'Jami Lorenz'.

Jami Lorenz, PE

A handwritten signature in blue ink that reads 'Samantha L. Fox'.

Samantha L. Fox, EI

Main Office:

131 W. Main
Missoula, MT 59802
(406) 721-7315

Kalispell Office:

450 Corporate Drive
Kalispell, MT 59901
(406) 752-5675

Bozeman Office:

1289 Stoneridge Dr., Suite 1A
Bozeman, MT 59718
(406) 556-8600

Billings Office:

2718 Montana Ave., Suite 216
Billings, MT 59101
(406) 556-8600



Introduction

We have completed a structural conditions assessment for the original 1914 Gallatin Gateway School Building. Jami Lorenz, PE and Samantha Fox, EI, completed the assessment and this report. The site was visited on June 14, 2016. The findings and recommendations in this report are based on visual inspections made at the site and a preliminary structural analysis. No material tests or destructive investigations have been performed at this time.

The intent of this investigation was to determine the general structural status of the original 1914 Gallatin Gateway School Building per the 2012 International Building Code (IBC) and the 2012 International Existing Building Code (IEBC) and to develop recommendations for necessary structural retrofits. The building was assessed for life-safety gravity and lateral loading as defined by the IBC. A 48 pounds per square foot (psf) ground snow load was used in this preliminary analysis per the Montana Ground Snow Load Finder. Life-safety live loading per the IBC was applied in this preliminary analysis. 40 psf at classroom spaces, 80 psf at second floor corridors, and 100 psf at first floor corridors was used. The school building is also in a high-seismic region, and is considered Seismic Design Category "D" according to the IBC.

Structural Description

Please reference the attached floor plans for a schematic of the existing framing as observed on-site. The existing exterior walls are unreinforced brick masonry, and assumed to be 12-inches thick through the height of the building. The roof and floor structures are wood-framed, and the basement walls are cast-in-place concrete.



Figure 1: North Elevation of the 1914 Gallatin Gateway School Building.

Roof Framing

The existing roof is framed with 2x6 rafters at 24-inches on-center that span from the exterior bearing walls to a ridge board or hip board. Various one-inch nominal web and collar members are nailed to the rafter members and bear at the ceiling joists.

The cupola framing consists of 2x walls that bear on the roof framing members.



Figure 2: Roof framing as seen from the attic access hatch at the second floor ceiling.

Floor Framing

The second floor framing consists of 2x12 members at 16-inches on-center and span the width of the building in the north-south direction. Horizontal 1x tongue-and-groove planking spans perpendicular to this framing. This framing was observed by removing a small portion of sheetrock at the first floor ceiling. The bearing condition could not be observed at this time.

The first floor framing was observed from the unfinished basement space below. The first floor joists are 2x12 nominal and span from the exterior north and south bearing walls to an intermediate beam that consists of 6-2x12 members. Splices at this beam are random, and therefore the beam was considered 4-2x12 for analysis purposes. This beam spans continuously over column elements spaced at approximately 12 feet on-center. These columns are approximately 9-inches square and bear on the cast-in-place concrete basement slab below. At the east and west walls, the beam pockets into the concrete basement walls.



Figure 3: Typical beam to column connection in the basement.

Foundation

The basement walls are cast-in-place concrete and are 14-inches thick. The top of concrete wall is equal to the bottom of the existing first floor joists, approximately 6-feet, 9-inches from the top of the floor slab. No footings could be observed at this time. The existing concrete floor slab showed signs of deterioration. Signs of water infiltration into the basement were also evident. It should be noted that the original window openings in the concrete basement wall have been infilled with concrete masonry units (CMU) or have been covered with plywood.

Conditions Assessment and Recommendations

Roof Framing

The existing roof framing is seriously deficient for the existing gravity and snow loads. While this method of construction is often seen in buildings of this construction type and era, signs of distress were evident and it will require structural remediation. It is worth noting, however, that no signs of failure were observed.

To retrofit the roof structure, we would recommend adding new ridge and hip beams. These members could bear on column elements supported by beams at the ceiling level that span from the north to south wall. The existing rafter elements will be 'sistered' in order to provide capacity to span from the existing brick walls to the new hip and ridge beam elements. 'Sistering' the roof joists includes gluing and nailing a new member to the existing member to increase its strength in bending. We also recommend adding new 5/8-inch plywood sheathing to the roof framing in conjunction with the next re-roof of the building.

We would also recommend supplementing the existing connection of the roof framing to the existing exterior brick walls. This would likely include adding new blocking members between existing roof framing members that are positively attached to the brick wall below with epoxy screen anchors.

The existing cupola framing should be retrofitted by supplementing connections where necessary. The base of the cupola should then be attached to a beam at the roof framing level to prevent overturning or uplift of the structure.

Floor Framing

The second floor framing was analyzed for gravity loading per the IBC life-safety level live loads described in the introduction. These members are over 80-percent overstressed for the classroom-type loading of 40 psf, and are even more deficient at corridor locations.

The first floor joists were found to be adequate for both the classroom loading as well as the first-floor corridor loading. The existing beam members were found to be overstressed for corridor loading.

It is our understanding that part of the potential future work will include adding an elevator core in the building. Because the floors are framed with wood members, the installation of a new wood-framed core would be relatively simple. The addition of this core also provides opportunity for new bearing wall elements in the middle of the structure. These walls can be used to support new beam members at the second floor that break the span of the continuous floor joists at this level and provide adequate strength for classroom-type loading. At the corridor locations, the joist members will also need to be 'sistered'. We would also recommend supplementing the connection of the existing floor framing to the existing exterior brick walls. See the schematic detail in the attached appendix for an example of this work.

At the first floor framing, the existing beams in the basement should be 'sistered' with new LVL members at corridor locations. The existing beams should also be positively attached to each of the columns by installing a toe-screwed Timberlok or lag bolt from the side of the column up into the beam. This will ensure the members stay connected in the event of movement due to a seismic event.

Likewise, we recommend that the floor joist members be positively attached to the beam and existing exterior brick wall.

Foundation

The concrete basement walls were in generally good condition. There were no signs of cracking to indicate ongoing settlement. While there were some signs of water infiltration, the concrete remained intact at these locations.



Figure 4: Area of water infiltration in the basement below.

While the basement floor showed signs of deterioration and cracking, this is not a life-safety structural issue. If the uneven floor surface becomes a serviceability issue, there are options for floor leveling using a topping slab that could be used for remediation. Steps should be taken at the exterior of the building to remediate the water infiltration issue; this would be coordinated with a civil and/or geotechnical engineer.

Exterior Brick Walls

The exterior brick walls were in generally good condition. There are a few select areas of degradation that require repair in the form of replacing or repointing the brick.

In particular, the window sills have degraded due to water as seen in the figure below. The brick at these sills may need to be totally removed and replaced.



Figure 5: Brick at window sills has deteriorated.

Lateral Force Resisting System

In general, the biggest structural concern with unreinforced brick buildings is the lateral force resisting system. This type of building provides very little resistance to lateral loads particularly from an IBC design seismic event. The heavy brick building is in a high snow and high seismic region, and would produce large forces on the exterior brick walls (both in-plane and out-of-plane) in a design seismic event that could cause areas of extreme damage or partial collapse.

The new recommended attachment of the roof and floor structures to the exterior walls as discussed previously will provide stability for the walls in the out-of-plane direction. It will ensure that the floors and roof stay attached to the wall in the event of movement due to an earthquake. New plywood sheathing over the existing roof and floor sheathing at each level will also provide a code required roof and floor diaphragm at each level in conjunction with the new attachments to the exterior walls.

The current main lateral force resisting system (LFRS) is the unreinforced brick walls, which act as shear walls. While this type of system is not allowed for new structures by the IBC, the IEBC

allows some leniencies for using this system in existing structures. However, if the future remodel project impacts enough of the existing structure, we will be triggered into a full IBC upgrade of the LFRS. This will likely be the case with the addition of a new elevator core. Our LFRS upgrade would then include adding new 2x4 furring walls with ½-inch sheathing at select locations at the interior of the brick walls. These furring walls would be connected to the roof, each floor system, and would extend down to the foundation. Our new elevator core walls would also serve as new wood shear walls, and would require ½-inch sheathing at one or both sides of the walls.

Conclusion

The 1914 Gallatin Gateway School building was found to be in generally good condition. The existing wood-framed roof and floor systems require upgrades to meet current life-safety level standards for dead, live and snow loading. There is ample opportunity for these improvements. The large attic space lends itself well to access for retrofits of the roof structure (1). The potential future addition of an elevator core (or stair core) provides access and bearing locations for the second floor framing upgrades (2), and the semi-unfinished basement space provides convenient access to the first floor framing (3).

The existing exterior brick bearing walls are in generally good condition, but there are some instances of deteriorated brick due to water infiltration and exposure to weather. These areas should be repaired by repointing the existing brick or removing and replacing the brick as necessary (4).

The existing lateral force resisting system requires upgrades to improve life-safety and prevent heavy damage or partial collapse in the event of a design-level earthquake. Adding sheathing to the roof (5) and floors (6) and proper attachment of the roof (7) and floor (8) structures to the existing exterior brick wall is recommended to transfer lateral forces, brace the walls out-of-plane and to provide a positive connection in the event of movement due to an earthquake. The existing brick walls may be able to be used as part of our LFRS, but the addition of an elevator core and the heavy alteration of the structure required for a potential remodel may trigger a full IBC-level LFRS upgrade. This would require the addition of wood furring walls at the interior of the existing brick walls that would be sheathed and serve as shear walls (9).

The new elevator core (or stair core) walls would also be utilized as shear walls (10).

We have broken these structural recommendations into the following categories as requested: Option 1, Option 2, and Option 3. Option 1 is to take no action at the school. Note that the IEBC does not require any structural upgrades if the existing building is not altered in any way. Option 2 is to take the minimum action necessary to improve the performance of the existing structure and basic life-safety to reduce death and injury in the event of an earthquake. Option 3 is to upgrade the structure to resist IBC-level seismic loads to improve life-safety and to minimize damage to the structure in the event of an earthquake so that the building can be brought back up to an operational level.

Option 1: Take no action.

Option 2: Provide the following upgrades:

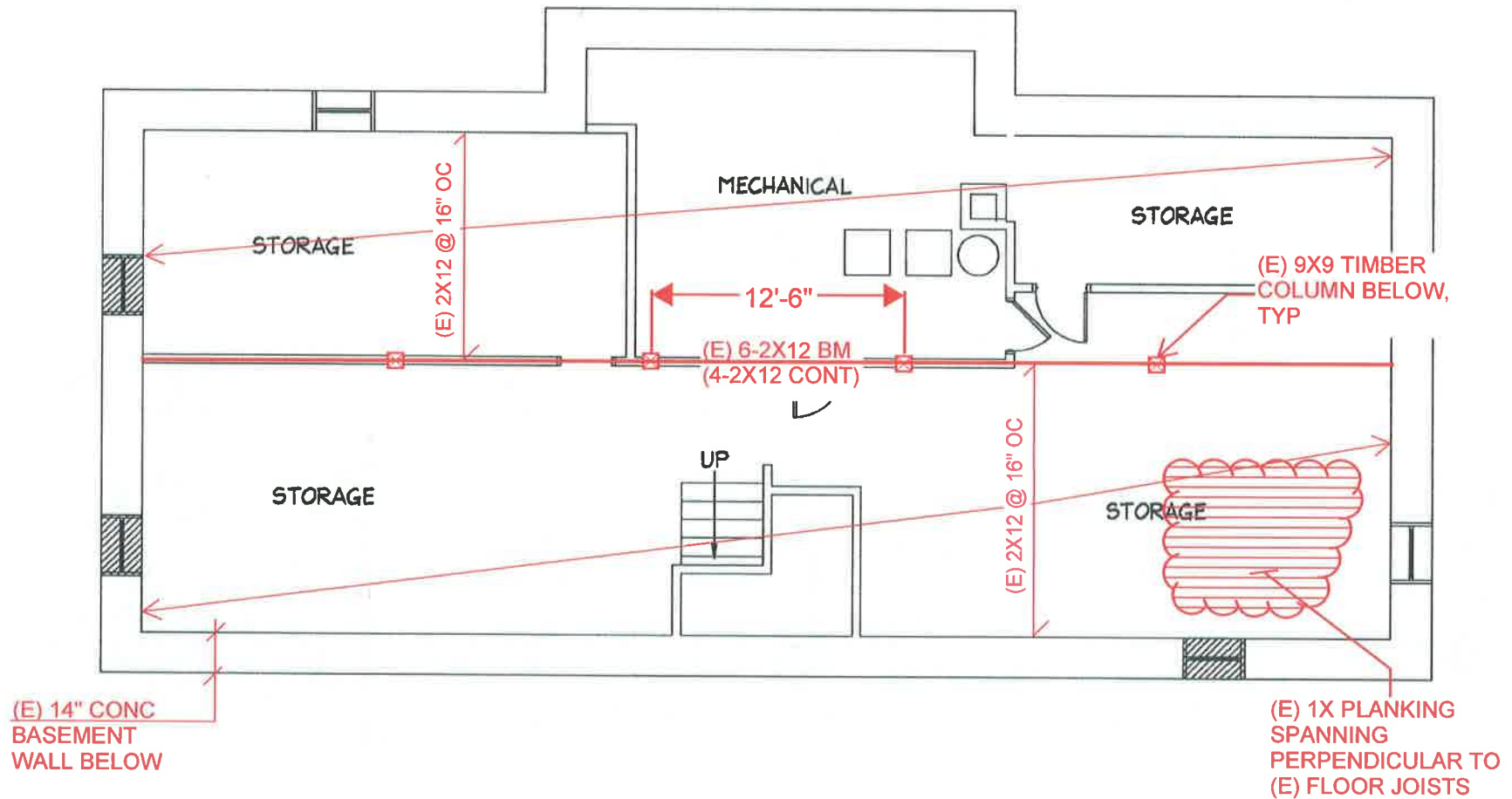
- Retrofits the roof structure for dead and snow loading (1).
- Provide new 5/8" plywood sheathing to the roof (5).
- Provide new connection at the existing roof framing to the exterior brick walls as described (7).
- Provide new connection at the existing second and first floor framing to the exterior brick walls as described (8).
- Second floor framing upgrades – including an intermediate beam and sisters to existing joists at corridors (2).
- First floor framing upgrades – including adding positive connections at beams and columns and sisters to existing joists at corridors (3).

- Provide new plywood sheathing over the existing floor planking at the first and second floor (6).

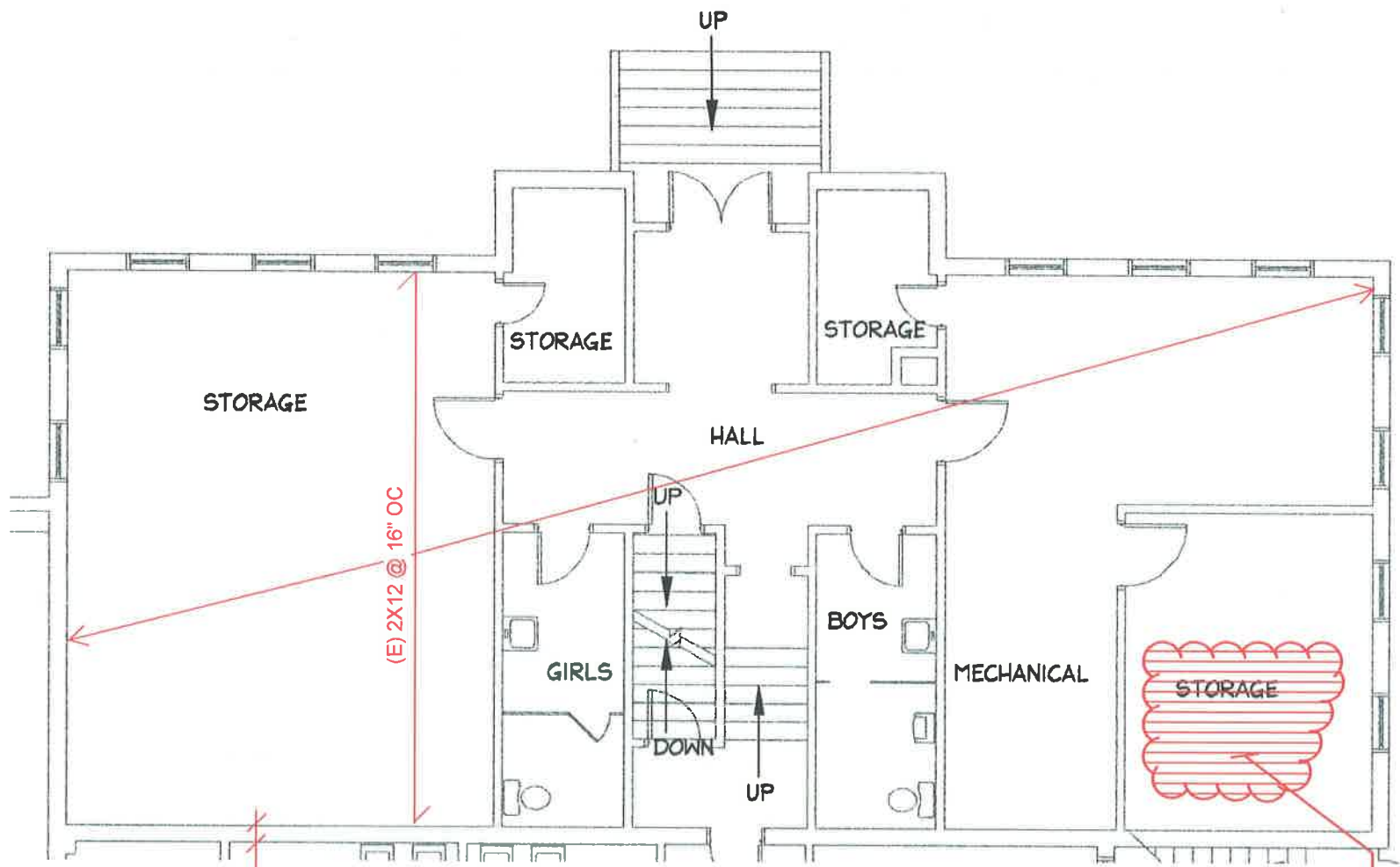
Option 3: Provide the upgrades described in Option 2 in addition to the following upgrades:

- Brick repairs including removing and replacing existing deteriorated brick or repointing existing brick (4).
- Provide a new elevator core (or stair core) with sheathed shear walls (10).
- Provide new sheathed 2x4 furring walls at the interior of the existing brick walls to serve as shear walls (9).

Structural Appendix



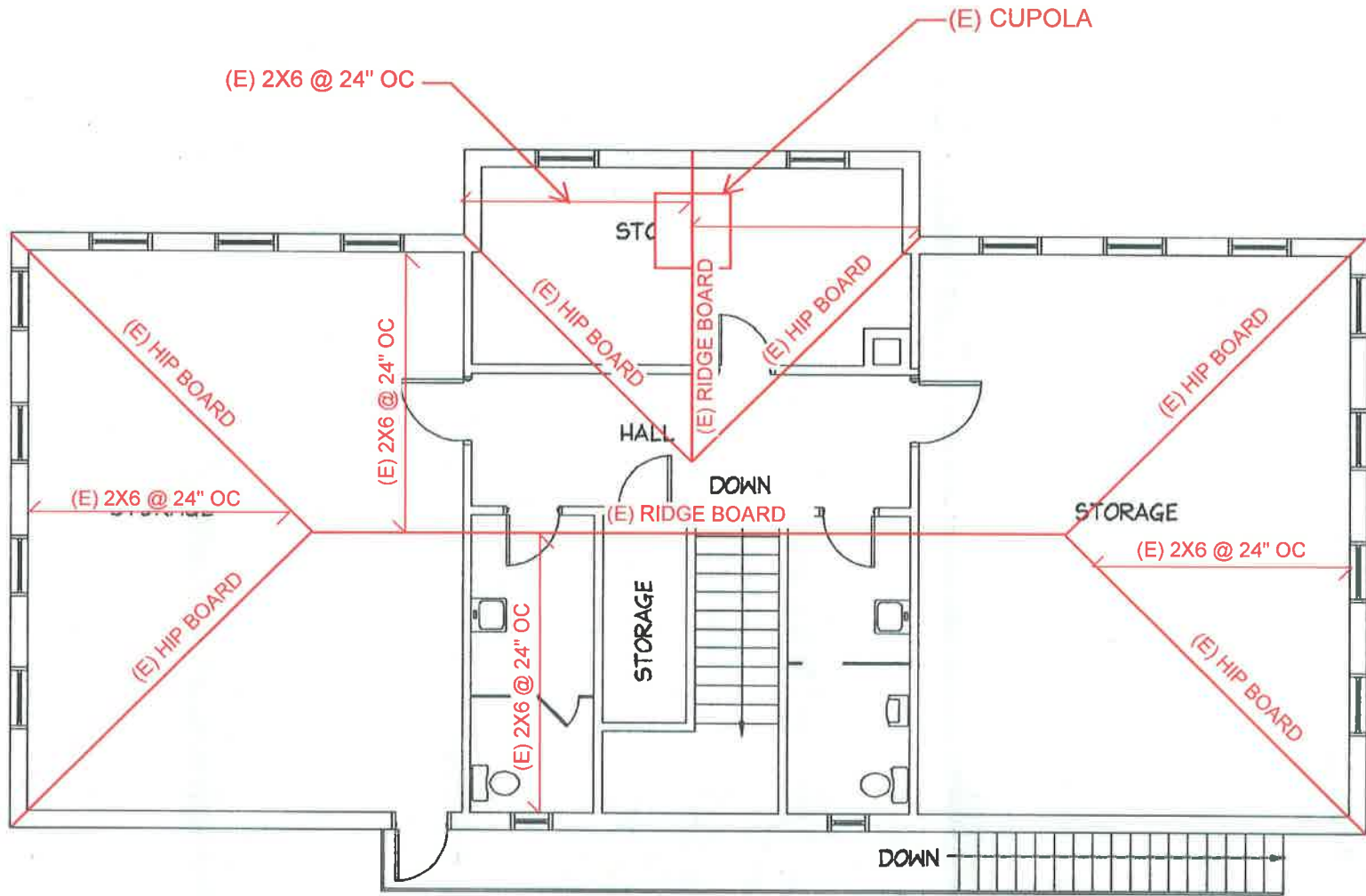
(E) FIRST FLOOR FRAMING



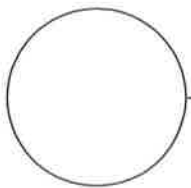
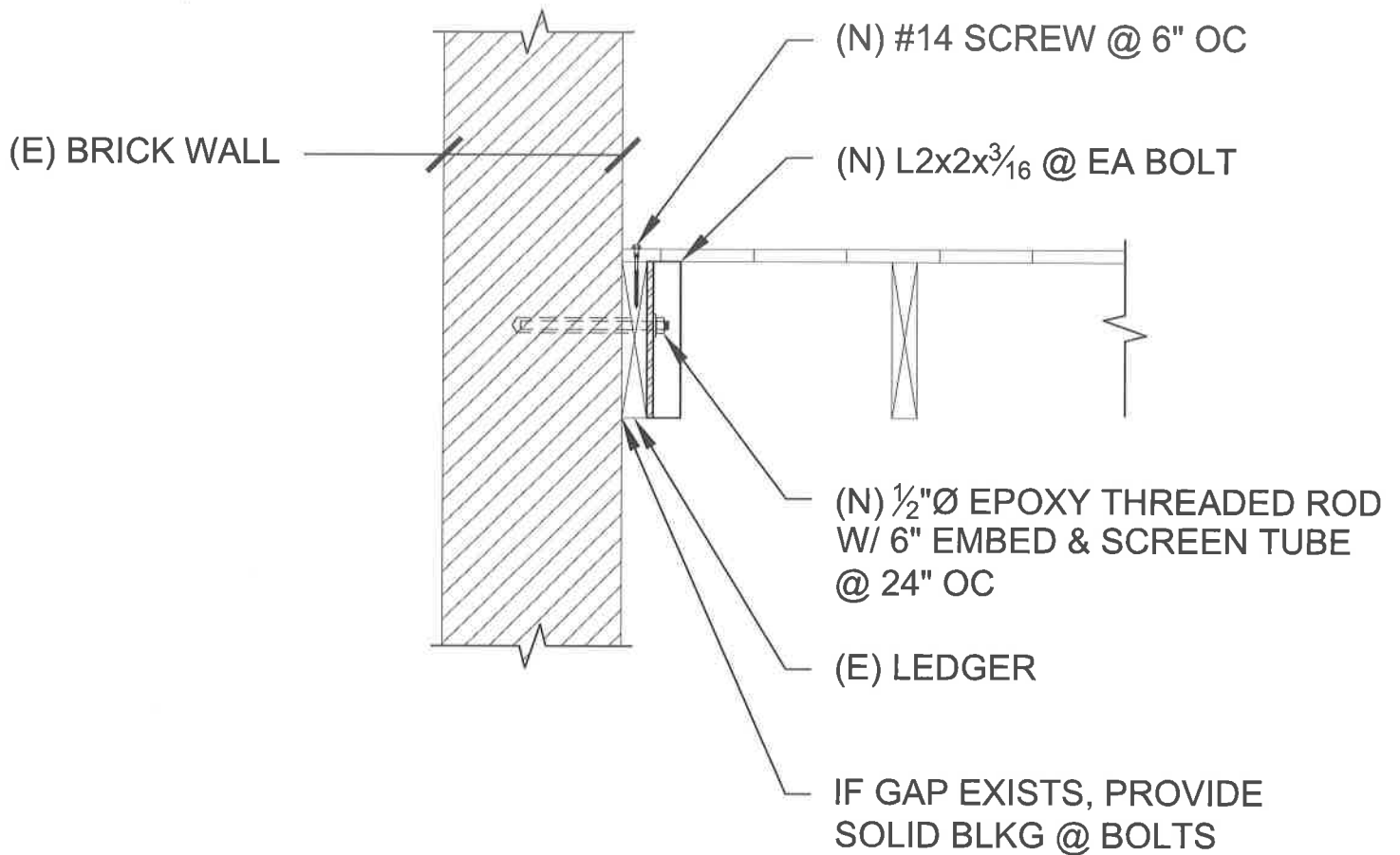
(E) 12" BRICK
WALL ABOVE AND
BELOW, TYP AT
EXTERIOR

(E) SECOND FLOOR FRAMING

(E) 1X PLANKING
SPANNING
PERPENDICULAR TO
(E) FLOOR JOISTS



(E) ROOF FRAMING



WALL TO FLOOR CONN - PARALLEL

SCALE: NTS

IV. Egress Assessment

Introduction

Statement of Purpose

CTA Architects Engineers (CTA) was engaged by the Gallatin Gateway School District in May 2016 to perform an egress assessment of the entire school building. The intent of this report is to evaluate the current condition of the egress paths and their associated construction; and to provide recommendations for providing safe, code compliant egress from the building.

General Condition Statement

The egress evaluation included a review of existing areas, occupancy classifications and egress requirements for the entire school building. The Exiting Diagram (A101) provided in the appendix provides the number of occupants exiting, travel distances and required egress widths for each door/opening. Overall, Gallatin Gateway School is currently providing ample egress locations and sizes for the buildings current use.

The total occupancy of the gymnasium is limited by the width of the existing egress doors. Permanent signage stating maximum occupancy load for this space should be located at each entry. The width of the pairs of exit doors from the gymnasium currently do not meet the 36 inch minimum required by the code. Fire rated doors (20 minute) with smoke seals are required throughout the corridors and presently exist only in the 2003 addition.

Referenced Codes and Standards

The following report may reference specific building codes and standards as they relate to this facility. These include, but are not limited to, the following:

- 2012 International Building Code (IBC)

State and local municipalities have adopted the above codes for building code compliance and accessibility standards. The existing building use / occupancy classification is Education – Group E and no change in use / occupancy is anticipated. Should the use / occupancy change, further analysis will be required.

Additional codes and standards that may be referenced include:

- American National Standards Institute, ANSI A117.1 – 2003 Accessible and Usable Buildings and Facilities (ANSI A117.1)
- 2010 Americans with Disabilities Act Standards (ADA)

In addition to the above, the school district has provided all available drawings of various additions to the 1914 original school building.

Egress Evaluation

The egress evaluation included a review of exiting requirements for the entire school building. Most of the building exiting is compliant related to occupant exiting distances and egress widths, but some areas will require improvements to meet the current adopted 2012 International Building Code (IBC).

The IBC requires 1 hour rated corridors Education – Group E buildings. Destructive investigative measures were not implemented as part of this assessment. Minor demolition of the corridor walls should be performed to determine the construction type and associated fire rating. Twenty (20) minute fire rated doors are required within 1 hour rated corridors. The doors in the 2003 addition are labeled with a 20 minute rating and have smoke seals, but all the other corridor doors do not have a fire rating label. The not labeled doors need replaced with rated doors and smoke seals to comply with the current code. The two sets of corridor fire separation doors at each of the building addition intersection are labeled as fire rated 1 ½ hour doors and comply with code.



2003 addition corridor looking east

The required width of corridors is 72" minimum. With the lockers in the hallway of the 1960's additions, the usable width is reduced to 72" but all exiting corridors in the building do meet or exceed this width.

The width of southwest and southeast pairs exit doors from the gymnasium do not meet the code required minimum. A 36 inch minimum width door is required to be classified as an exit. The current pair of doors provided have two 34 inch leaves. One door

leaf would need to be at least 36" wide to comply for exiting. This also applies to the exterior door west of the Gymnasium that exits directly to the exterior.

The allowable occupancy capacity of the Gymnasium is limited by the existing egress width. The allowable occupancy of the space should be permanently posted at each exit from the Gymnasium. This is also noted on the exiting diagram A101 at the end of this section.



Gymnasium Entry Doors

The four classrooms within the 1966 addition an exit door/opening to the exterior raised above the floor level. The size and location of these appear to be replacing a former window opening in the wall. The openings are 30" wide x 63" tall and are 34.5" above the finish floor. Each door/opening has a panic hardware and stair with a handrail on the exterior side only. Currently there is no accessible route from the interior side of the room to get to the opening height. Due to the height of the sill above the finish floor the IBC requires a guard rail and handrail at these locations. The current exterior handrail does not provide guard rail protection. The required guard rail require a balustrade with limited opening. The existing stair only provides a handrail on one side of the stair.

Egress stairs require handrails on each side of a stair.



Egress doors at 1966 building

Accessibility

A basic ADA review related to egress resulted in finding limited areas in the building that didn't fully comply. The areas are noted below:

- Adequate clearance around the doors at each classroom entry in 1966 addition. Four classrooms are included.
 - Required Clearances for pull and push sides of doors does not comply..
 - Pull side to provide 18" minimum between jamb and wall
 - Push side to provide 12" minimum between jamb and wall
- The wall openings (in the 1966 addition) that provide an exit to the exterior (above the bookshelves) do not have a route from the finish floor to get up to the opening from the interior side. The exterior side includes a stair to the ground.

Recommend to provide an accessible route (stair/ramp) with guardrail and handrail for

this area to be considered as an accessible exit.

Basic Architectural Code Assessment - 1914 Original School Building

The architectural portion of this assessment will focus on general issues with construction type, egress, and handicapped accessibility.

2012 International Building Code

305.1 - Use and Occupancy Group E

716.5 - Corridor Door Rating

- 20 minute rating required
- Existing doors in the original building and all additions except for the 2003 addition are not rated and thus do not comply.

803.9 - Corridor Finishes

- Corridor finishes require a minimum Class of finish materials for non-sprinkled buildings –
- Interior exit stairways and passageways - Class A
- Corridors and enclosure for exit access stairways – Class B
- Rooms and enclosed spaces – Class C

1005.1 - Minimum Egress Widths

- .3 inches per occupant – stairways
- .2 inches per occupant – all other locations

1008.1.9 - Doors Operations

- Doors to have level handle hardware. Most doors are non-compliant.

1008.1.10 - Panic and Fire Exit Hardware

- Rooms with occupant loads of 50 or more require panic hardware. Complies.

1009.7.2 - Risers Height and Tread Width

- Riser heights shall not exceed 7 inches
- Tread widths shall not be less than 11 inches

1009.7.4 - Stair Dimensional Uniformity

- Treads and risers shall be uniform in size and shape. Tolerance shall not exceed 3/8 inch. The riser height does not comply.

1012.2 - Handrails Heights

- Handrails shall be mounted 34-38 inches above the leading edge of a tread. The existing handrails do not comply.

1012.6 - Handrails Extensions

- Handrails shall return to the wall and have extension at the top and bottom of each run. The existing handrails do not comply.

1014.3 - Common Path of Egress Travel

- Common path of egress shall not exceed 75 feet - Complies

1015.1 - Spaces with One Exit

- Spaces with 50 or more occupants require two exits - Complies

1015.2.1- Exit Separation

- Two exits must be a minimum of ½ the diagonal distance apart. - Complies

1016.1 - Exit Access Travel

- Exit travel distance shall not exceed 200 feet - Complies

1018.1 - Corridor Fire Rating

- Corridor fire rating for an E occupancy non-sprinkled building is 1 hour - Complies

1018.2 - Minimum Corridor Width

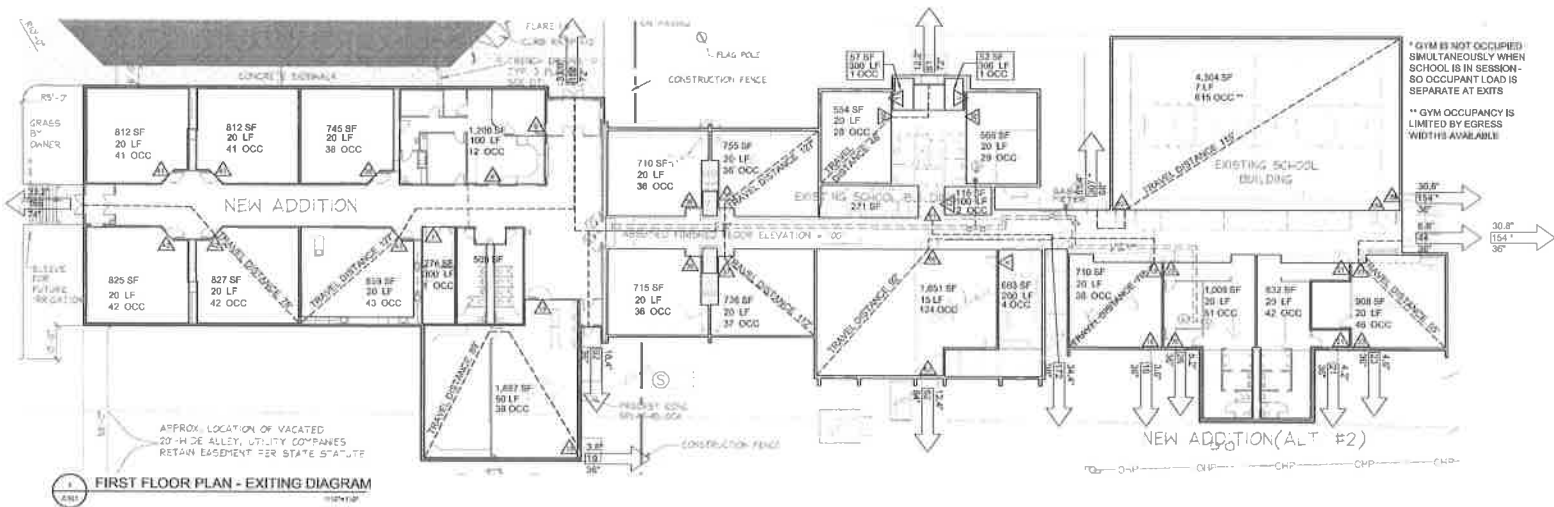
- Group E occupancies with a capacity of 100 or more require 72 inch wide corridor - Complies

Conclusion - Code

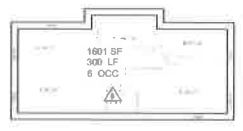
The existing building generally meets many of the current code standards, requirements and dimensions.

Recommendations

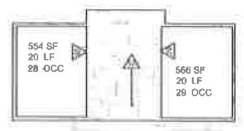
See the recommended options indicated in Part II Code Analysis of this document



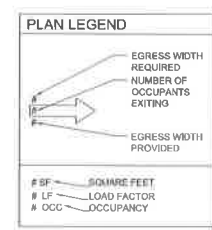
1 FIRST FLOOR PLAN - EXITING DIAGRAM
1/16"=1'-0"



2 BASEMENT FLOOR PLAN - EXIT. DIAGRAM
1/16"=1'-0"



3 SECOND FLOOR PLAN - EXIT. DIAGRAM
1/16"=1'-0"



* GYM IS NOT OCCUPIED SIMULTANEOUSLY WHEN SCHOOL IS IN SESSION - SO OCCUPANT LOAD IS SEPARATE AT EXITS
** GYM OCCUPANCY IS LIMITED BY EGRESS WIDTHS AVAILABLE

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

PLANS
A101

GALLATIN GATEWAY, MONTANA

GALLATIN GATEWAY SCHOOL

© 2014 ALL RIGHTS RESERVED
Proposed Plans
08.20.16
DRAWN BY: [signature]
REVISED:

VI. Crime Prevention through Environmental Design Assessment

Introduction

Statement of Purpose

CTA Architects Engineers (CTA) was engaged by the Gallatin Gateway School District in May 2016 to perform an assessment of the existing school utilizing the Crime Prevention through Environmental Design principals. The intent of this report is to evaluate the current condition of the constructed safety aspects of the school; and to provide recommendations for providing safe, environment for the occupants of the building.

General Condition Statement

Basic levels of Crime Prevention through Environmental Design (CPTED) guidelines were applied to the existing building. Some of the recommended levels of visual security recommended in the CPTED principles currently exist in the school. An example of this is to avoid blind corridors and hiding spots; the wide corridors and angled entry to classrooms of the 2003 addition provide a high level of visibility for surveillance. The main entry sequence and lobby security connection to the rest of the building could be improvement.

Basic Level CPTED Principles

CPTED is a basis of evaluation developed by the Florida Safe Schools Design Guidelines, FL Dep't of Edu. 2003. These guidelines were applied to Gallatin Gateway School.

General:

Areas identified include main, front door entry and lobby, blind corridors, restroom layouts, and classroom access. Findings for each of the areas are detailed below. Overall, Gallatin Gateway School follows many of the guidelines noted. Areas that require improvement are at the main entry and lobby.

The main entry to Gallatin Gateway School from the exterior is easy to identify and provides overhead weather protection outside to create a safe exterior waiting area. The administration is near the point of entry and has partial visibility to the exterior. The more visibility an administrator has to the exterior and interior creates greater opportunity for natural surveillance. The entry sequence from the main entry through the vestibule to the administration desk could be improved for safety by directing visitor through a single port of entry strait to the administration focal point or desk. See Entry Sequence Options at the end of this section.



Main Building Entry

The main lobby of the school is used during school and after hour use. It is important to make this area easily secured and closed off from the remainder of the school at a moment's notice to prevent unauthorized access. The design of the existing lobby would require one additional corridor to be secured (doors between lobby and 2003 addition) to follow this guideline. See Lobby sketch option in the Appendix.



Building Lobby

Blind corridors are not prevalent in the existing school. The corridor access runs primarily East/West with the exception of the main entry/lobby area. It is important to limit potential areas that someone could hide. This could include recessing the existing lockers in all the corridors. Providing more openings (doors/windows) in walls; this allows for natural visual surveillance in the building or wider corridors and angled entry doors provide open space to avoid potential hiding spots as constructed in the 2003 addition.

The existing corridors have many exit doors along the path, limiting the times they are open or how they are accessed will help direct visitors back to the main entry. This gives administration more control to monitor who is in the building.

The primary restrooms are located central to the building and close to high natural surveillance areas. The immediate adjacency to the administration office and main entry helps provide monitoring of the space.

Classroom access should be designed to be easily closed off by faculty in an emergency situation. Classrooms should also provide interior and exterior windows to enhance visual surveillance. The 2003 and 1978 additions currently have limited visibility for this type of monitoring.

CPTED Principles

The Basis of Evaluation points related to Gallatin Gateway School are listed below:

Identify front door access (main entry & lobby)

- Main entry easily identified
 - Administration near point of entry
 - Maintain visibility with administration area in/out
 - Provide overhead protection from weather at main entry
 - Large area for waiting outside of building (pick up /drop)
- Avoid hidden entries
 - Recessed areas
- Minimize unmonitored entrances
- Secure secondary entrances
- Natural surveillance (people)
 - Provide glazing or openings for visual connections
- Provide well lit areas around building
 - Exterior lighting vandal resistant
 - Lighting on timers or sensors for efficiency

Lobby

- Identify a focal point for visual surveillance at lobby
 - Administration staff to be at focal point
 - Administration as the guardian of the school
- Direct visitors through a single port of entry
 - This should be between the main entry & lobby
- Design lobby to be easily secured
 - Close off from remainder of school
 - For emergency and or after hour use of school
 - Provide a safe emergency egress route for administration to escape out of lobby area.

Blind corridors

- Secure corridors to prevent unauthorized access
 - Provide easily closing doors to block off sections
 - During school and for after hour uses
- Provide openings (doors/windows) to enhance visual surveillance in corridors that run long distances or turn corners
 - Avoid 90 degree corners if possible to reduce blind spots
- Limit potential areas for hiding
- Put lockers in wide open corridors or classrooms with visual surveillance
 - Recess locker to avoid hiding spots
- Provide larger corridor widths than the minimum required when possible
- Corridors to be well lit and evenly lit.

Restroom layouts

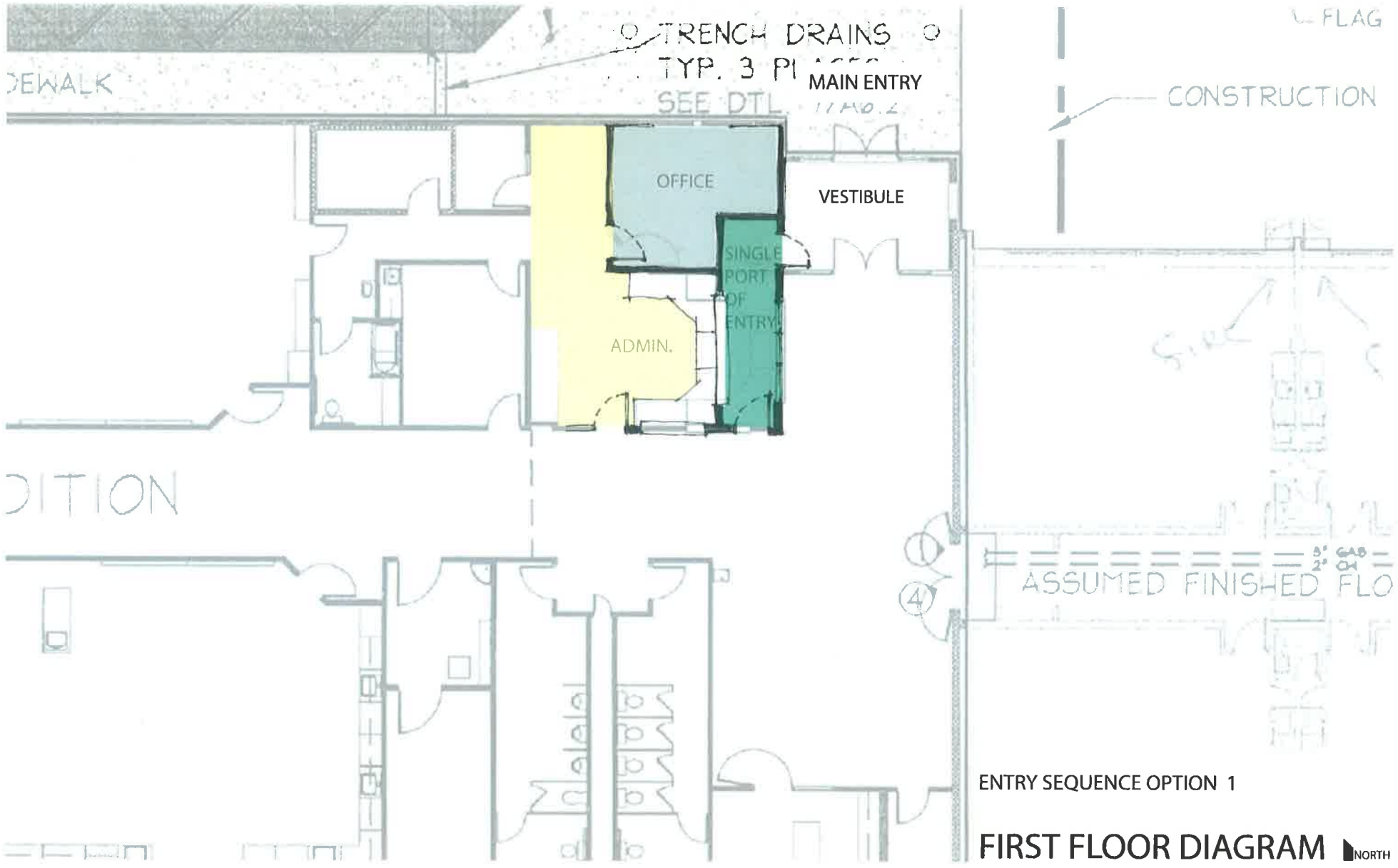
- locate restrooms to be near natural surveillance
- design entry to restrooms to be maze like and open to the building with

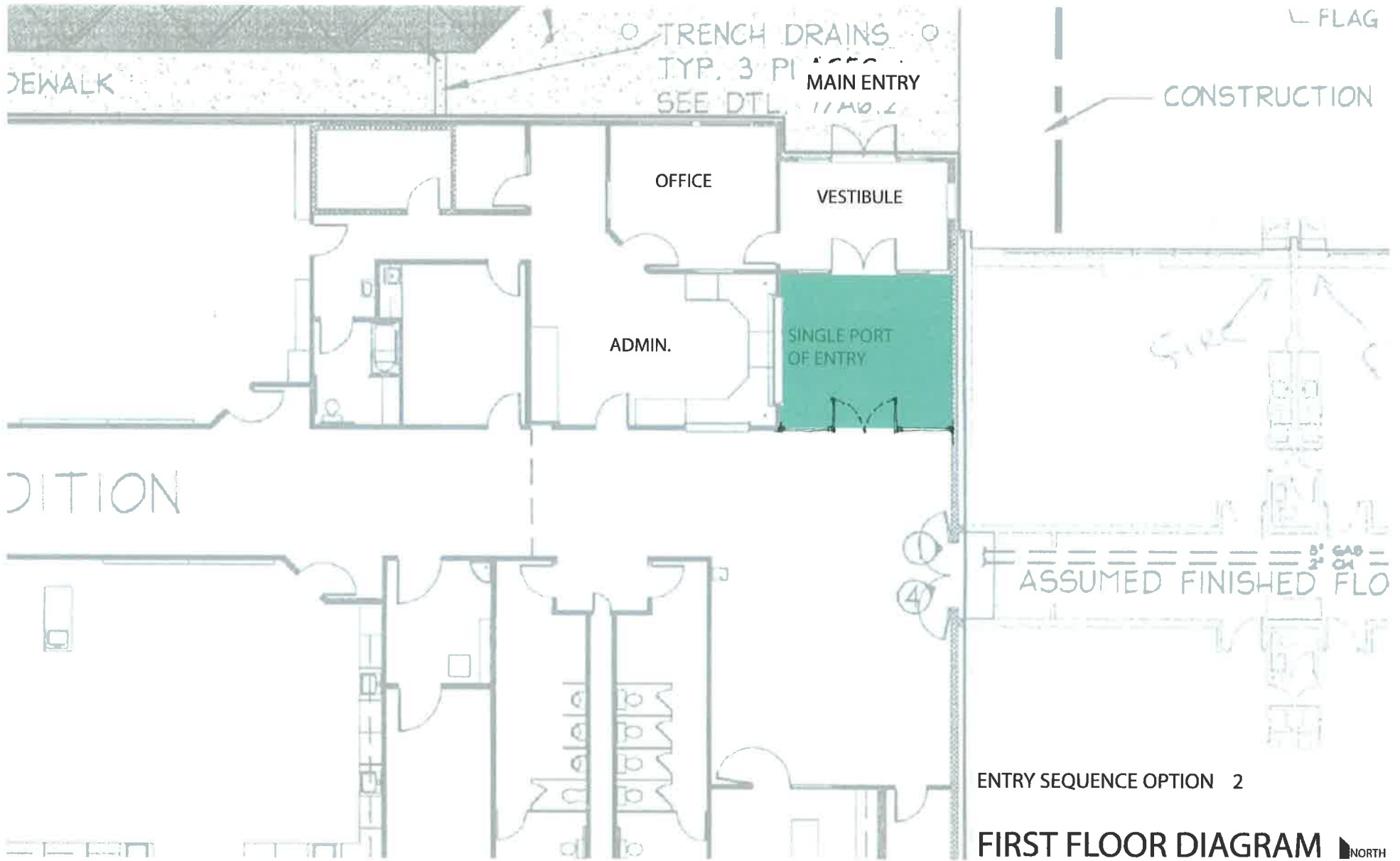
privacy screened partitions vs. double doors

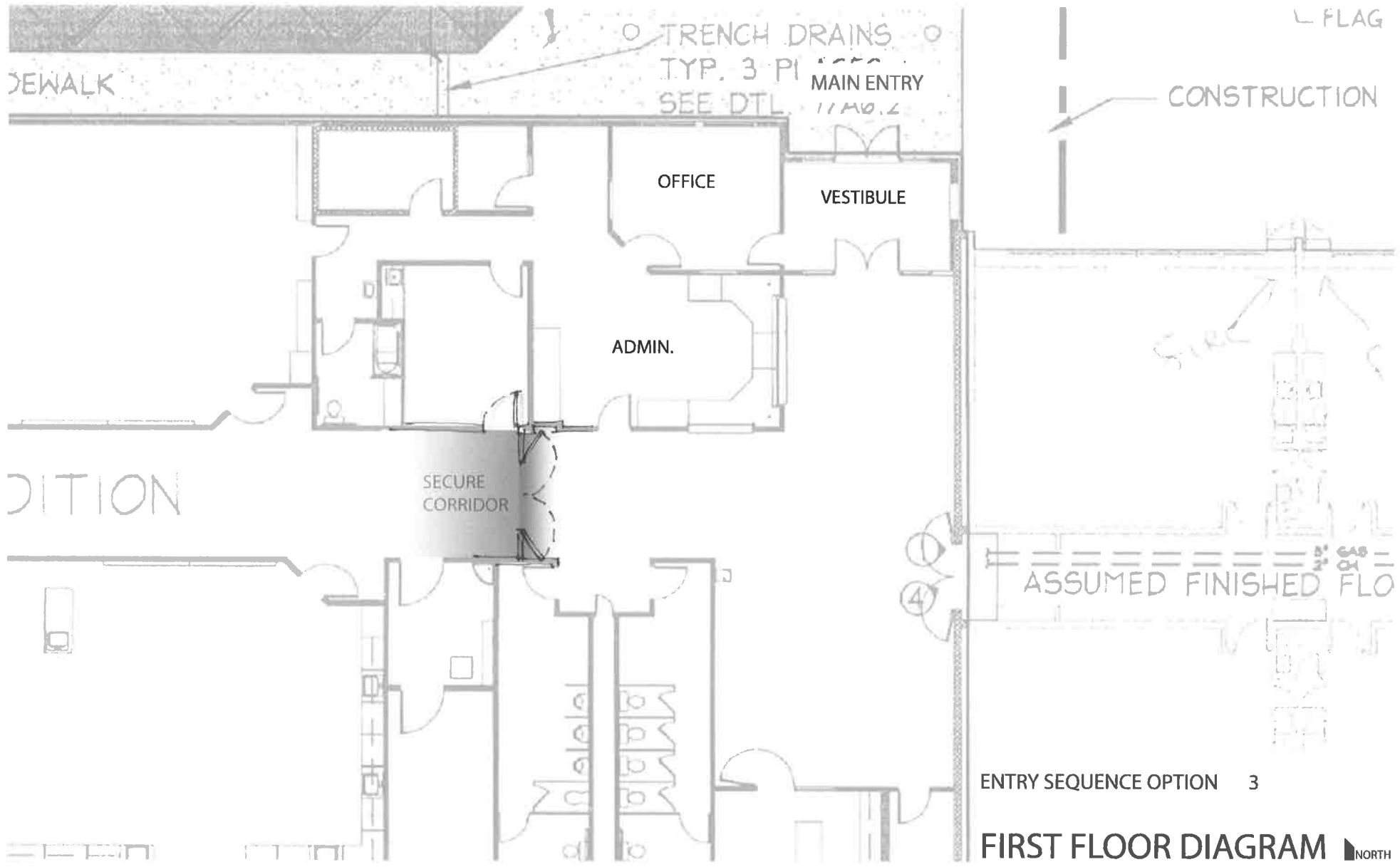
- provide enough facilities for after school activities and in locations adjacent to space used
- vandal resistant materials, fixtures, and hardware

Classroom Access

- Design classrooms to be easily closed off by faculty in emergency situations
- Provide interior and exterior windows from classrooms to enhance visual surveillance with direct connections.
 - Windows into corridors & windows to outdoor space for easy monitoring
- Eliminate hiding places in rooms by making movable partitions/equipment/storage areas recessed in walls







Montana Code Annotated 2015

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

20-10-110. School bus purchase -- contract -- bids. When a district purchases a school bus, the trustees may purchase such school bus under an installment contract which will be completely executed within 3 years from the date of the purchase. The trustees also may purchase a school bus without advertising for bids under the provisions of [20-9-204](#).

History: En. 75-7011 by Sec. 288, Ch. 5, L. 1971; amd. Sec. 1, Ch. 198, L. 1971; R.C.M. 1947, 75-7011(part).

Provided by Montana Legislative Services



International

Carrie Fisher <fisher@gallatingatewayschool.com>

Bus Quote Update

3 messages

Carrie Fisher <fisher@gallatingatewayschool.com>
To: Justin Hageness <justin.hageness@goharlows.com>

Mon, Nov 14, 2016 at 5:26 PM

Hi Justin,

Just wanted to see if you had a chance to get that quote revised with the trade in--- my Board meets next Monday (21st) and I need the information by Wednesday (16th) in order for me to include it in the Board Packet ;)

Thank you!

Carrie Fisher
District Clerk
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-.763-4886-fax
www.gallatingatewayschool.com

Justin Hageness <justin.hageness@goharlows.com>
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Tue, Nov 15, 2016 at 8:16 AM

I will come by and get pictures. That is all I have left to do.

Thanks,

Justin

From: Carrie Fisher [mailto:fisher@gallatingatewayschool.com]
Sent: Monday, November 14, 2016 5:27 PM
To: Justin Hageness <justin.hageness@goharlows.com>
Subject: Bus Quote Update

[Quoted text hidden]

Carrie Fisher <fisher@gallatingatewayschool.com>
To: Justin Hageness <justin.hageness@goharlows.com>

Tue, Nov 15, 2016 at 9:27 AM

awesome :) great! Thank you!

Carrie Fisher
District Clerk
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-.763-4886-fax

{Quoted text hidden}



Carrie Fisher <fisher@gallatingatewayschool.com>

FW: Gateway

6 messages

Justin Hageness <justin.hageness@harlowsbussales.com>

Thu, Oct 27, 2016 at 12:02 PM

To: Carrie Fisher <fisher@gallatingatewayschool.com>

Carrie,

Here is the quote. I forgot to add a camera system. I will get a quote on that. Did you want to stick with Seon or go with REI? I added lap belts all the way through the bus. This bus has a Webasto and the bus is very well equipped. This bus has Air brakes and Rear air ride suspension. Let me know if you have any questions or need anything else.

Thanks,

Justin

From: Amy Nicholson [mailto:amy.nicholson@goharlows.com]
Sent: Wednesday, October 26, 2016 2:45 PM
To: 'Justin Hageness' <justin.hageness@harlowsbussales.com>
Subject: RE: Gateway

See attached. the seat belt pricing is us installing them.

Amy Nicholson

Order Analyst

Harlow's Bus Sales, Inc.

Phone/Fax: 501-336-8491

Cell: 253-561-2417

From: Justin Hageness [mailto:justin.hageness@harlowsbussales.com]
Sent: Tuesday, October 25, 2016 9:55 AM
To: 'Amy Nicholson' <amy.nicholson@goharlows.com>
Subject: Gateway

Can I please get a quote on the stock that Danny didn't want just add lapbelts.

2 attachments

 Gateway CE77 JB152286 quote.pdf
120K

 Gateway CE77 JB152286 seat plan.pdf
117K

Carrie Fisher <fisher@gallatingatewayschool.com>
To: Justin Hageness <justin.hageness@harlowsbussales.com>

Thu, Oct 27, 2016 at 2:20 PM

Hi Justin,

Thank you.

1. Is there anyway NOT to have air brakes--- honestly, it is hard enough to keep a driver endorsed without adding one more thing...
2. In addition, I would like to explore the idea of a different company for cameras and heaters--- I was thinking you guys were working with a new company other than Wabasto. I would rather not get the Wabasto brand again--- I would like to try a different company if possible.
3. If you have a company for the cameras who is more local I would be more interested in that as well. Seon is not terrible, but I am definitely open to another company that might offer different options.
4. We also want the insta-chains ;)

Talk soon!

Carrie Fisher
District Clerk
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-.763-4886-fax
www.gallatingatewayschool.com
[Quoted text hidden]

Justin Hageness <justin.hageness@goharlows.com>
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Sun, Nov 6, 2016 at 9:28 PM

Carrie,

Here is a quote on an order unit for you. I copied the last bus you got except this one will have the Cummins Eng. (That's the only engine left in the market for a conventional bus). I did the Espar instead of the Webasto and REI instead of Seon. There is also the lap belts on this quote. Let me know if you have any questions.

Thanks,

Justin

From: Amy Nicholson [mailto:amy.nicholson@goharlows.com]
Sent: Friday, November 4, 2016 2:11 PM

To: 'Justin Hageness' <justin.hageness@harlowsbussales.com>
Subject: RE: FW: Gateway

See attached.

Amy Nicholson

Order Analyst

Harlow's Bus Sales, Inc.

Phone/Fax: 501-336-8491

Cell: 253-561-2417

From: Justin Hageness [mailto:justin.hageness@harlowsbussales.com]
Sent: Thursday, November 03, 2016 11:35 AM
To: 'Amy Nicholson' <amy.nicholson@goharlows.com>
Subject: FW: FW: Gateway

I guess the stock unit will not work for them can you copy their last order they had. Will go to Espar heater with timer in the driver's compartment and change camera to REI. Also add On-spot chains. Let me know if you have any questions.

From: Carrie Fisher [mailto:fisher@gallatingatewayschool.com]
Sent: Thursday, October 27, 2016 2:20 PM
To: Justin Hageness <justin.hageness@harlowsbussales.com>
Subject: Re: FW: Gateway

[Quoted text hidden]

2 attachments

 **Gateway CE71 quote.pdf**
118K

 **Gateway CE71 seat plan.pdf**
113K

Carrie Fisher <fisher@gallatingatewayschool.com>
To: Justin Hageness <justin.hageness@goharlows.com>

Mon, Nov 7, 2016 at 1:24 PM

great Justin :) Thank you!

I forwarded to the Board--- one question that came up was--- Can we trade in our 2011???

thanks!

Carrie Fisher
District Clerk
Gallatin Gateway School

PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-.763-4886-fax
www.gallatingatewayschool.com

[Quoted text hidden]

Justin Hageness <justin.hageness@goharlows.com>
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Mon, Nov 7, 2016 at 4:40 PM

Yes you can. I would have to do an appraisal and get some pictures. Would you happen to have the last 8 of the Vin #?

From: Carrie Fisher [mailto:fisher@gallatingatewayschool.com]
Sent: Monday, November 7, 2016 1:25 PM
To: Justin Hageness <justin.hageness@goharlows.com>
Subject: Re: FW: FW: Gateway

[Quoted text hidden]

Carrie Fisher <fisher@gallatingatewayschool.com>
To: Justin Hageness <justin.hageness@goharlows.com>

Mon, Nov 7, 2016 at 4:44 PM

VIN #: 4DRBUAAP7BB259084

Carrie Fisher
District Clerk
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-.763-4886-fax
www.gallatingatewayschool.com

[Quoted text hidden]



INTEGRATED CE S BUS

Sales Proposal For:
Gallatin Gateway School

Presented By:
HARLOW'S BUS SALES,INC

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
PB10500	Base Chassis, Model INTEGRATED CE S BUS with 276.00 Wheelbase, N/A CA, and 148.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1CAC	FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield); 10.125" x 3.062" x 0.312" (257.2mm x 77.8mm x 8.0mm); 480.1" (12195mm) Maximum OAL <u>Includes</u> : CHASSIS PAINT Chassis Painted Prior to Body Mounting : FRAME RAILS All holes Laser Aligned and Machine Punched, Powder Coated Prior to Full Assembly, Assembled in Fixture using "Grade 8" Bolts : FRAME REINFORCEMENT, SPECIAL 3.30" x 1.80" x 0.312" x 31.50" Inverted "L" in Front Shock Absorber Mounting Area
1LLE	BUMPER, FRONT Full Width, Aerodynamic, Heavy Duty, Steel <u>Includes</u> : BUMPER, FRONT THICKNESS 1/4 Inch
1LMW	CROSSING GATE, FRONT Electric, Yellow Blade, Bumper Mounted <u>Includes</u> : CONTROL ASSEMBLY Solid State, Located Rear of Front Bumper, Heater not Required : CROSSING GATE, FRONT Matches Contour of Bumper
1SAM	CROSSMEMBER, REAR, AF (2)
1WJE	WHEELBASE RANGE 276" (700cm) Only
2ASH	AXLE, FRONT NON-DRIVING {Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity <u>Includes</u> : AXLE, FRONT SQUARING to Plus or Minus .015 Inch, using a Special Fixture to Assure Parallelism of Springs <u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
3ADB	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 10,000-lb Capacity; With Shock Absorbers <u>Includes</u> : SPRING PINS Bolt and Nut Type : SPRING PINS Rubber Bushings, Maintenance-Free <u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
4085	BRAKE SYSTEM, HYDRAULIC {Meritor Wabco} Split System, Full Power, With Automatic Adjustment And With Four Channel ABS <u>Includes</u> : DUST SHIELDS, FRONT BRAKE : DUST SHIELDS, REAR BRAKE
4GAW	BRAKE, PARKING {Bosch} DSSA Drum Type; 12" x 3", Spring Actuated; for Hydraulic Brake Chassis; Activated by Parking Brake Knob on Instrument Panel; With Key Switch Interlock, Park Brake Cannot be released Until Ignition Switch is in "On" Position; Differential Mounted <u>Includes</u> : PARKING BRAKE CONTROL Applies Hydraulic Actuated Powered Park Brake
4JNG	TRACTION CONTROL, HYDRAULIC Automatic; With Full Power Hydraulic Brake System
4JNP	BRAKES, FRONT, HYDRAULIC DISC Quadraulic; Four 70mm Diameter Pistons

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
4NNL	BRAKES, REAR, HYDRAULIC DISC Quadraulic; Four 70mm Diameter Pistons
4WXP	GVWR LIMITATION FOR BUS With Hydraulic Brakes, Limited to 29,800-lbs Maximum to meet FMVSS 105 Requirements, for Conventional Bus
5708	STEERING COLUMN Tilting
5CAL	STEERING WHEEL 2-Spoke, 18" Dia., Black
5PRR	STEERING GEAR {TRW (Ross) TAS66} Power
7BJV	EXHAUST SYSTEM Inline, Horizontal Aftertreatment Device, Frame Mounted Right Side, Includes Long Horizontal Tail Pipe
	<u>Includes</u> : NOTE: The Horizontal Tailpipe Includes a Temperature Control Device
7WBL	TAIL PIPE Long Horizontal, Exits Left Side Through Bumper
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	<u>Includes</u> : FUSES, ELECTRICAL SAE Blade-Type : HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : MISCELLANEOUS FEATURES Modular, Loom Protected, Grommets in all Applicable Body Openings, Assembled in Computer Assisted Fixture which Verifies Continuity and Correct Assembly Prior to Installation : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : TURN SIGNAL FLASHER : TURN SIGNAL SWITCH Self-Cancelling with Lane Change Feature : TURN SIGNALS, FRONT Includes Reflectors; Flush Mounted : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WIRING, CHASSIS Color Coded and Continuously Numbered
8GHV	ALTERNATOR {Delco Remy 28SI} Brush Type, 12 Volt 200 Amp. Capacity, Pad Mount
8MEZ	BATTERY SYSTEM {International} Maintenance-Free, (2) 12-Volt 1850CCA Total
8TTK	BATTERY BOX Steel, With Sliding Tray, 25.25" Wide, for Standard Batteries, Mounted Left Side Behind Front Axle Perpendicular to Frame Rail
8VAZ	HORN, ELECTRIC (2) Trumpet Style, Mounted on Top of Mega-Bracket
8WPB	HEADLIGHTS Halogen; Composite Aero Design for Two Light System; Includes Daytime Running Lights
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt; less Thermal Over-Crank Protection
8WWJ	INDICATOR, LOW COOLANT LEVEL With Audible Alarm
8WXB	HEADLIGHT WARNING BUZZER Sounds When Head Light Switch is on and Ignition Switch is in "Off" Position
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III With Trip Indicators, Replaces All Fuses Except For 5-Amp Fuses
9WAB	HOOD TILT ASSIST {EASY TILT} Mechanical
9WAY	FRONT END Tilting, Fiberglass, With Three Piece Construction
	<u>Includes</u> : AIR INTAKE SYSTEM Integrated Pre-Cleaning System to Enhance Air Filter Life : GRILLE Removable; Fiberglass Painted Hood Color : SPLASH SHIELD Integral with Front End Assembly
10020	CHASSIS PAINT Full Chassis

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100 <u>Includes</u> : PAINT SCHEMATIC ID LETTERS "NB"
10788	PAINT TYPE Urethane, One or Two Colors, Other than Imron or International.
10XAK	PROMOTIONAL PACKAGE 7 Year Unlimited Miles/km Warranty, Limited Time Program for Allison 2000 Series Transmission on School and Commercial Buses (Supplied directly through Allison)
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12EEK	ENGINE, DIESEL {Cummins ISB 220} EPA 2010, 220 HP @ 2400 RPM, 520 lb-ft Torque @ 1600 RPM, 2600 RPM Governed Speed, 220 Peak HP (Max) School Bus Only <u>Includes</u> : FUEL/WATER SEPARATOR Fuel/Water Separator; Heated; with Water-in-Fuel Sensor. Engine Mounted
12TSY	FAN DRIVE {Borg-Warner SA85} Viscous Type, Screw On <u>Includes</u> : FAN Nylon
12UGN	THROTTLE, HAND CONTROL Electronic <u>Notes</u> : Cruise Control Switches Mounted on Steering Wheel are Non-Illuminated.
12UPB	FEDERAL EMISSIONS {Cummins ISB} EPA, OBD and GHG Certified for Calendar Year 2016
12UYE	RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 717 SqIn Louvered, With 313 SqIn Charge Air Cooler. With In-Tank Transmission Cooler <u>Includes</u> : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber
12VBR	AIR CLEANER With Service Protection Element <u>Includes</u> : GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted
12VVN	CRUISE CONTROL Electronic <u>Notes</u> : Cruise Control Switches Mounted on Steering Wheel are Non-Illuminated.
12VWH	GOVERNOR Electronic Road Speed Type; for Electronic Engines and Bus Models; With 55 MPH Default
12WAE	HOSE CLAMPS, RADIATOR HOSES Constant Torque, for Engine Hoses 1.0" I.D. and Over
12WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, With "Y" Cord From Socket in Standard Location, For a Dealer Installed 120V/300W Max Oil Pan Heater
12WZE	EMISSION COMPLIANCE Federal, Does Not Comply With California Clean Air Idle Regulations
13ART	TRANSMISSION, AUTOMATIC {Allison 2500_PTS} 5th Generation Controls; Wide Ratio, 5-Speed, With Overdrive; Less PTO Provision, Less Retarder, With 33,000-lb GVW & GCW Max. School Bus <u>Includes</u> : OIL FILTER, TRANSMISSION Mounted on Transmission : TRANSMISSION OIL PAN Magnet in Oil Pan
13WLN	TRANSMISSION OIL Synthetic; 20 thru 28 Pints

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

Code	Description
13WYY	SHIFT CONTROL PARAMETERS Allison 1000 or 2000 Series Transmissions, 5th Generation Controls, Performance Programming
14AGM	AXLE, REAR, SINGLE {Dana Spicer 19060S} Single Reduction, 19,800-lb Capacity, 190 Wheel Ends . Gear Ratio: 5.29 <u>Includes</u> : REAR AXLE DRAIN PLUG (1) Magnetic, For Single Rear Axle <u>Notes</u> : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires. : When Specifying Axle Ratio, Check Performance Guidelines and TCAPE for Startability and Performance
14SBK	SUSPENSION, RR, SPRING, SINGLE Two Stage, Vari-Rate; 19,800-lb Capacity <u>Notes</u> : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.
14WAP	SHOCK ABSORBERS, REAR (2)
15SBZ	FUEL TANK Top Draw; Rectangular, Steel; 65 U.S. Gal., 246 L Capacity, Includes Protective Cage and with Fuel Filler Assembly and Vent Hosing, Mounted Between Frame Sidemembers and Behind Rear Axle <u>Notes</u> : Requires 217" WB Minimum
15WDK	DEF TANK 12 U.S. Gal. 45.4L Capacity, Frame Mounted Outside Right Rail
16010	COWL Flat Back
16HBA	GAUGE CLUSTER English With English Electronic Speedometer <u>Includes</u> : GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter : ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout : WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)
16HGH	GAUGE, OIL TEMP, AUTO TRANS , for Allison Transmission
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16HLJ	GAUGE, DEF FLUID LEVEL
27DTU	WHEELS, FRONT {Accuride 29001} DISC; 22.5x7.50 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
28DTU	WHEELS, REAR {Accuride 29001} DUAL DISC; 22.5x7.50 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
29596	WHEEL SEALS, FRONT {Stemco Voyager} Oil Lubricated Wheel Bearings ILO Standard Grease Seals
29597	WHEEL SEALS, REAR {Stemco Voyager} Oil Lubricated Wheel Bearings
47AGJ	BODY, BUS Conventional; 78" Headroom, 33'5" Body Length, +9 Section Front and Rear, 72 Passenger, 276 WB
47AJB	BODY CERTIFICATION TAG Mylar Label
47AJC	BODY TAG, METAL Capacity to Include the Total Number of Passengers
47AJW	STEP, FRONT ENTRANCE DOOR 27 1/4" Depth; 14ga Steel

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
	<u>Includes</u> : STEP, FRONT ENTRANCE DOOR OPENING, 35 Inch Width; Continuous Bottom to Top
47APR	HEADLINER, BODY Conventional; 25'11"-34'11" Body Length, Perforated Full Length With Sound Insulation Full Length
47APX	FASTENERS, HEADLINER Screws
47ARH	BOWS, ROOF 14 ga., One Piece Construction
	<u>Includes</u> : BOWS, ROOF Positioned Floor Line to Floor Line, Threaded Through Roof Strainers and Drip Rail
47ARP	LIGHT BARS Plastic
47ATB	SKIRT, BODY Conventional, 20", 16ga., 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", Body Length
	<u>Includes</u> : SKIRT, BODY Extra Smooth Steel Supported by Floor Gussets
47AUR	TIE DOWNS, BODY Grade 8 Bolts, Every Body Section
	<u>Includes</u> : TIE DOWNS, BODY with Formed Tab that Fits into Floor Structure to Prevent Turning
47AXT	RUB RAILS, BODY (4) Conventional; Steel, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", Body Length, Includes Snow Rail
	<u>Includes</u> : RUB RAILS Full Length, Primer Coated (Both Sides), Attached to Body without Cuts or Splices
- 47AYB	BODY, REAR Includes Emergency Door
	<u>Includes</u> : DOOR, REAR EMERGENCY with Concealed Hinges : HEADER BUMPER Padded, Mounted Over Rear Door; Upholstered to Match Passenger Seat Color
47AZE	SIDE SHEET, BODY, EXTERIOR Conventional, 16ga., Smooth, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", Body Length
47AZL	FLOOR, BODY With Wheel Wells
47BAR	SUPPORTS, REAR BUMPER Bolted to Frame
47BAU	BUMPER, REAR Painted; 12" High, 3/16" Thick, With 7" Hole for Exhaust
47BAW	TOW HOOK, LEFT REAR (01)
47BAX	TOW HOOK, RIGHT REAR (01)
47BBH	LINING, SIDE INTERIOR, LOWER Embossed Steel, Clear Coated
47BBZ	SEALER Extra; Sidewall to Floor, In Wheel Pocket Area, and Rear Wall to Floor
47DAE	FASTENERS, REAR DOOR Lag Screws, Rear Door To Body
47DAJ	COVER, REAR DOOR INSIDE HANDLE Partial Coverage
47DBZ	GLASS GUARD Inside Back-up, In Lower Section of Rear Door
47DDE	HANDLE, ASSIST, ENTRANCE DOOR Outside Entrance
47DDH	HOLD BACK, REAR DOOR Stationary, No Cables, With Plastic Cover
47DDU	LATCH, REAR DOOR One Point Slide Bar, Cam Operated, with One Inch Stroke
47DEK	LOCK, VANDAL, REAR DOOR with Ignition Starter Interlock

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
47DEY	HANDLE, EXTERIOR, REAR Emergency Door; Yellow
47DNB	DOOR, ENTRANCE, FRONT Electric, Outward Opening, with Split Pane Glass <u>Includes</u> : DOOR, ENTRANCE, FRONT Aluminum Frame with Pin Style Hinges, Ball Bearing Assisted, Interchangeable Top and Bottom Glass : LOCK, VANDAL, ENTRANCE DOOR With Key Switch
47DNP	SWITCH, LOCATION Left of Driver; Includes Master, Amber Flasher, Red Override, and 2 Position Door Control
47EBM	HOLD DOWN, BATTERY For (2) Standard Size Batteries
47KDC	MONITOR, POST TRIP INSPECTION {Leave No Student Behind} Accessory Controlled, With Push Button Alarm Disable at Rear of Bus Prompts Driver to Walk to Back of Bus and Push Button in Light Bar to Deactivate System
47LAB	NOISE REDUCTION, DRIVER FLOOR Insulation Covering Complete Driver Floor Area
47LAT	NOISE REDUCTION, ROOF BOW Conventional; Insulation, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", Body Lengths
47LAU	INSULATION, ROOF AND SIDES 1.50", All Models
47MAC	UNDERCOAT, FLOOR/STEPWELL/SIDES for Engine Noise Reduction
47MBA	UNDERCOAT, BODY Fire Resistant, Water Based, TT-C-730 Spec <u>Includes</u> : UNDERCOATING Performed Before and After Mounting on Chassis
47MBC	INSULATION, STEPWELL
47MJR	LETTERS, DOOR, REAR Decals; "EMERGENCY DOOR", 2" Black Letters Inside and Outside
47MPE	LETTERS, SCHOOL BUS FRONT/REAR Decal; "SCHOOL BUS", With 8" Black Reflective Letters, Diamond Grade, On Front and Rear Cap
47MRN	STRIPING, K/O WINDOW, LEFT (02) Perimeter, Reflexite V82
47MRU	LETTERS, K/O WINDOW, LEFT (2) Decal Sets, "EMERGENCY EXIT", Black Inside and Outside
47MSA	STRIPING, PERIMETER, REAR Emergency Door; Reflective, Yellow
47MSJ	STRIPING, ROOF HATCH, FRONT Yellow Decal, Perimeter, Reflexite
47MSK	STRIPING, ROOF HATCH, REAR Yellow Decal, Perimeter, Reflexite
47MTY	WIRING DIAGRAM Schematic, Electrical <u>Includes</u> : ACCESS PANEL for Wiring Diagram Schematic Located on Body Exterior; Below Driver Window
47MUP	STRIPING, K/O WINDOW, RIGHT (02) Perimeter, Reflexite V82
47MVA	LETTERS, HEADER Decal; "WATCH YOUR STEP", 1" Black, Above Windshield
47MVC	LETTERS, STEPWELL Decal, "WATCH YOUR STEP", 2.5" Black, Behind Door on Step Riser
47NAB	PAINT COLOR, RUB RAILS 0001 Canyon Black
47NGG	LETTERS, CAPACITY 2" Black Decals, (2) Places, Aft of Entry Door and Inside Above Right Side Windshield, for State of South Dakota
47NGW	SEAL, RUB RAILS Top Edge, All Rails
47NHL	LETTERS, K/O WINDOW, RIGHT (2) Decal Sets, "EMERGENCY EXIT", Black, Inside and Outside

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
47NJA	PAINT COLOR, BODY EXTERIOR 4421 Yellow, SBNS
47NJM	PAINT FLASHER BACKGRD 0001 Canyon Black
47NJS	PAINT COLOR, BUMPER Rear; 0001 Canyon Black
47NKL	PAINT, RUB RAIL Flange to Flange
47NKM	PAINT COLOR, BODY INTERIOR 9384 Spring White
47NMG	OPERATING INSTR, REAR Decal, Inside Rear Emergency Door
47NTE	LOGO, ROOF LINE Decal; Wing and Shield, First Body Section, Above Driver Window and Entrance Door Over Driver Window and Entrance Door
47NTY	PAINT HOOD AND FENDER To Match Body Exterior
47PBZ	HANDLE, ASSIST Windshield Side Mounted, Left and Right, Body Color
47PLX	LETTERS, DEF, I.D. Decal; "DEF ONLY", 1" Black, on DEF Filler Door
47SBS	SUB FLOOR, PLYWOOD Conventional; B-C Exterior Grade, Less Sealed Edges, 5/8", 5 Ply, for 31'2",31'11", 32'8",33'5", 34'2", 34'11", Body Length
48AAB	WINDOW, STORM LT 1ST Position Aft Driver
48ABB	WINDOW, STORM RT 1ST Position Aft Entrance Door
48ACN	SEAT BELT, DRIVER, COLOR With Blaze Orange Seat Belt Webbing
48ANW	WINDOW, DRIVER Storm
48APL	WINDOW, STOPS 12" Opening, Only With 78" Headroom
48APV	WINDOW, ENTRANCE DOOR, BOTTOM Storm, Laminated, Clear
48APW	WINDOW, ENTRANCE DOOR, TOP Storm, Laminated, Clear
48ARP	WINDOW, SASH (16) 27" Sections, 9"x 23" Opening
48ASP	WINDOW, SASH +9 SECTIONS (2) 9" x 32 1/4" Opening
48BAH	WINDOW, K/O, LEFT (2) Vertical Hinge
48BEN	SHOULDER RAILS, PADDED Conventional Bus; With 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", Body Length
48BJA	COLOR, WINDOW FRAME, PASS Passenger Window, Natural Aluminum Finish
48BKP	WINDOW, K/O, RIGHT (2) Vertical Hinge
48BUB	WINDOW, PASSENGER, TINT Conventional; 28% Light, Tempered Glass, 78" Headroom, With 34'11", 31'2", 31'11", 32'8", 33'5", 34'2" Body Lengths
48GHC	HEATER, DRIVER 90,000 BTU, with Defroster and Without Rear Heat Duct <u>Includes</u> : AIR FILTER : HEATER HOSES Premium : HOSE CLAMPS, HEATER HOSE Mubea Constant Tension Clamps
48PAM	WINDSHIELD 3 Flat Pieces, 73% Light, With Band
48PAV	WHEEL POCKET COVER Plastic, ABS
48PAY	AISLE POSITION Center, for balanced seating
48PBC	FLOOR COVERING, COLOR Blue
48PHP	UPHOLSTERY, PASS SEATS, TYPE Prevaill, 42 oz.; for (23-24) Seats

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
48PJR	FLOOR COVERING, TRIM Aluminum
48PJZ	FLOOR COVERING, TYPE {Koroseal} All Body Lengths
48PKC	HOSE CLAMPS, HEATER HOSE Constant Torque for Heater System
48PKN	FAN, DEFOG FAR RIGHT (01) Black, Mounted Right Above Windshield, Forward Entrance Door, 2-Speed Switch in Panel
48PKR	FAN, DEFOG LEFT CENTER 6.50" Diam., Black, Mounted Left of Center Post, 2-Speed Switch in Panel
48PMD	HEATER, PASS, LT MIDSHIP 1ST 84,500 BTU <u>Includes</u> : AIR FILTER
48PMJ	HEATER, PASS, LT REAR 84,500 BTU <u>Includes</u> : AIR FILTER
48PMS	HEATER, STEPWELL 50,000 BTU <u>Includes</u> : AIR FILTER
48PNW	HEATER, WATER PUMP {2MPU 12} Self Priming, With Plastic Housing
48PPB	SWITCH, HTR FAN, MID, LT 1ST With 84,500 BTU Heater Only
48PPC	SWITCH, HTR FAN, REAR, LT With 84,500 BTU Rear Heater Only
48PPM	HEATER CUT OFF, VALVE Ball, With Butterfly Handle
48PPS	ROOF VENT, FRONT Static
48PTT	ARM REST, DRIVER, RIGHT {National}
48PUT	NUTS, BELT MOUNTING Standard Nuts For Seat Belt Mounting
48PVA	UPHOLSTERY, DRIVER SEAT, STYLE Plain, With Cloth Insert
48PVM	UPHOLSTERY, DRIVER SEAT, COLOR Drivers Seat, Blue
48PWC	UPHOLSTERY, PASS SEATS, COLOR Blue, for Seats, Barriers and Head Bumpers
48PWR	UPHOLSTERY, DRIVER SEAT, TYPE Prevail, 42 oz.
48XPX	UPHOLSTERY, BARRIER, TYPE (1-2) Prevaill, 42 oz.
48PZP	ROOF HATCH, FRONT {Specialty 9245-0200} Emergency Exit With Alarm
48PZR	ROOF HATCH, REAR {Specialty 9245-0200} Emergency Exit With Alarm
48RAE	BARRIER, CRASH, AFT ENTRY DOOR 39", 1 Leg
48RAL	BARRIER, CRASH, AFT DRIVER 39", 1 Leg
48REP	PANEL, MODESTY, AFT OF DRIVER Mounted Under Barrier
48RGR	HAND RAIL, ENTRANCE DOOR, AFT Stainless Steel, 4", Above Step
48RLX	CUSHION, SEAT 15" Depth <u>Includes</u> : WARRANTY Four Years
48RRA	UPHOLSTERY, SEAT, STITCHING Single

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
	<u>Includes</u> : WARRANTY Two Years
48RYV	SEAT, DRIVER {National 2000SC} Self Contained with Compressor, High Back, Cloth, With Mechanical Lumbar, for Bus Only
	<u>Includes</u> : SEAT BELT, DRIVER Adjustable D-Loop Seat Belt, Single Locking Retractor
48RZJ	STEP TREADS {Koroseal} Pebble Top With White Nosing, With Non-Metal Backing
48SAD	SEAT,PASS,LT,26",2 LEG (01)
48SDU	SEAT,PASS,LT,39",2 LEG (11)
	<u>Notes</u> : BTI Seating System Base Seat. Retrofittable, Contact IC Bus Application Engineering for more information.
48SKN	SEAT,PASS,RT,39",2 LEG (12)
	<u>Notes</u> : BTI Seating System Base Seat. Retrofittable, Contact IC Bus Application Engineering for more information.
48USV	SEAT BACK, PASSENGER High Back
48VKS	SEAT BELT, DUAL Non-Retractable, Maroon/Brown, 01 Seat
48VRA	SEAT BELT, TRIPLE Non-Retractable, Maroon/Blue/Brown, 23 Sets
49087	BODY PLAN, APPROVED VARIATION Number 087
49ABA	LIGHTS, BACK UP (2) 4" Diameter, Clear
49ACD	LIGHTS, DIRECTIONAL, FRONT 7" Amber Arrow, on Front Cowl
49ACU	LIGHTS, DIRECTIONAL, REAR (2) 7" Amber, Without Arrow
49ADA	LIGHTS, DIRECTIONAL, SIDE (2) {Weldon} Armor Type, Amber, One Each Side First Section Behind Entrance Door
49ADC	LIGHTS, WARNING (8) Quartz Halogen Beams, 7", 2 Front, 2 Rear, Red and Amber Lights
49ADX	LIGHTS, TAIL, LICENSE PLATE (2) 4" Red With Light Window
49AEK	LIGHTS, MARKER, FRONT, REAR (4) Two Amber Front and Two Red Rear, Armor Type Single 1500 Hour 2cp Bulb Each Light
49AEU	LIGHTS, STOP (2) and Tail, 7" dia., Red
49AJH	CONNECTION, LIGHTS Cluster, Clearance and Side Marker To Tail Lights
49AMB	WIRE, FEED 4 Gauge, Chassis To Body
	<u>Notes</u> : Terminals have heat shrink protection.
49AMD	SWITCH, DRIVER PANEL, TYPE Rocker
49AMT	CIRCUIT, PROTECTION Breakers, Manual Reset in Lieu of Fuses
	<u>Includes</u> : ACCESS PANEL for Body and Chassis Fuses/Circuit Breakers Located on Body Exterior; Below Driver Window
49AMV	ALARM, BACKING {Ecco #850} 112 db
49AMY	SWITCH, REAR DOOR BUZZER for Emergency Door

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
49ANH	SWITCH, MAGNETIC, DISCONNECT Master, Ignition Operated, All Body Circuits
49ANU	SOURCE, POWER 12 Volt DC, Mounted On Dash
49APB	LIGHTS, DOME Rectangular Recessed Type; Stagger Mounted in Light Bars <u>Includes</u> : WIRING HARNESS Main Body Wiring Harness Accessed by Removing Dome Light
49APT	LIGHT, DRIVER Mounted in Wiring Access Panel Left of Driver, Switch Located in Switch Panel
49ARM	SWITCH, DOME LIGHT, REAR Separate, for Rear Row Dome Lights, Last Light on Each Side
49ARN	LIGHT, STEP Wired to Clearance Lights
49ATR	MONITOR, LIGHT SYSTEM 16 Incandescent Indicator Lights
49ATV	LIGHT, INDIC, WARNING LIGHTS Red and Amber <u>Includes</u> : LIGHTS, WARNING Indicator Located in Instrument Cluster
49AWT	SPEAKERS AND WIRING (4) Flush Mounted in Light Bar
49BCN	FLASHER SYSTEM (8) Warning Lights, 8-Lamp System, Electronic Relay Flasher, Non-Sequential Operation, Red Lights Activate With Door Open
49BCR	LIGHT, EXTERIOR, CHECK Automatically Activates Lights for Pre Trip Inspection
49BEB	LIGHTS, CLUSTER Recessed in Cap; Amber in Front and Red in Rear
49BLM	WIRING, TWO WAY RADIO Power and Ground Connection Only; Connection in Flasher Plate Area with 20 Amp Fuse Protection
49BRE	LIGHTS, MARKER, SIDE Intermediate, Single Bulb, Centered, 3cp, 1500 HR Bulb, Required for Units 30 Foot or Longer
49BYC	RADIO, ENTERTAINMENT {Panasonic} AM/FM/CD Stereo, Includes Antenna and Cable, With Public Address System
49DMT	MIRROR, REAR VIEW, EXTERIOR {Rosco} Open View, Black, Heated, Non-Detent
49EAS	HEATER, ENGINE COOLANT Fuel Fired, Espar, 42,000 BTU, with Exhaust Exit Ahead of Rear Axle
49EEX	STOP ARM, FRONT {Specialty} Electric, 18" Octagon, Double Sided, 1/2" White Border, Hi Intensity, Flashing RED Incandescent Lights
49EGC	MIRROR, INSIDE 6" x 30", Clear Safety Glass, Metal Back, Round Corners
49EGM	MIRROR, CROSS VIEW, EXTERIOR Heated, Black, Rosco <u>Includes</u> : MIRROR MOUNT Attached to Body with Metal Backing Plates
49ENK	VISOR, INTERIOR, LEFT FRONT 6" x 30", Transparent, For Left Windshield
49EUB	KIT, FIRST AID Metal; 24 Unit, Spec State
49EVL	SWITCH, NOISE SUPPRESSION Actuator Legend States, "NOISE SUPP ", for Separate Solenoid, With Red Switch in Panel
49EWT	LIGHT, STROBE Specialty Man. Co. 515-400, Low Profile, Double Flash, 4.25" High
49GAP	KIT, BODY FLUID Montana
49GBV	WINDSHIELD WIPERS (2) Cowl Mounted <u>Includes</u>

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
	: WINDSHIELD WIPERS CONTROL Single Motor, Overlapping Wipe Pattern
49GDA	LATCH, DOOR BULKHEAD Spring Latch, for Bulkhead Mounted Safety Compartment or Destination Sign Access Doors
49GDC	DOOR, FRONT BULKHEAD For Access to Front Bulkhead
49GEM	SAFETY TRIANGLES Warning Reflectors, Mounted on Front of Drivers Barrier 6" Below Top of Modesty Shield
49GGE	FIRE EXTINGUISHER, DRIVER AREA 5 lb 2A-40BC Minimum With Flexible Hose and Metal Nozzle
49GHN	REFLECTORS, REAR (2) 3", Red, Adhesive Back
49GHR	REFLECTORS, SIDE, REAR (2) 3", Red, Adhesive Back
49GHV	REFLECTORS, SIDE, FRONT (2) 3", Amber; Adhesive Back, 1 Aft Drivers Window Left, 1 Aft Entrance Door Right
49GHX	REFLECTORS, SIDE, INTERMEDIATE (2) 3" Amber, 1 Each Side, Below The Third Rub Rail From the Top, Adhesive Back
49GKZ	FUEL FILLER DOOR With Non-Locking Latch
49GUH	CERTIFICATE HOLDER (1) 9.375" x 6"; With Transparent Cover
49GUM	INSPECTION PLATE Fuel Sending Unit 8" x 8" Steel
49GUW	MOISTURE BARRIER, FLOOR Between Plywood and Steel; for AK Body
49GUX	MUD FLAPS, FRONT WHEELS (2) Rubber
49GWS	CHAINS, REAR, AUTOMATIC Wiring Only, Routed With The Brakes Lines
49GWW	WINDSHIELD WASHER Kit; 6 Quart Capacity, Bottle
	<u>Includes</u>
	: WINDSHIELD WASHER ELECTRICAL CONNECTIONS Sealed and Locking Type
49GZX	FUEL FILLER PIPE Neck Cap and Vent Hosing for Use With Right Side Fill 65 Gal. Between the Rails Fuel Tanks
49JAC	DEF FILLER DOOR With Non-Locking Latch
49MSZ	EXTRA WIRING Power Connection in Electrical Panel; Four Positions Fused at 20 Amps Each; (2) Battery and (2) Accessory
49NAA	TIMER, FUEL FIRED HEATER {Multi Max F1000} Digital, for Espar Fuel Fired Heater
49SAA	SWITCH, INSTRUMENT PANEL LIGHTS; Rheostat
49TBN	BODY PLAN, NON-SPECIAL NEEDS Conventional; 33' 5" Body Length, +9 Section Front & Rear, 71 Passenger, 276" WB, DX0010A000
49UBE	STATE OF OPERATION Montana
7382135415	(2) TIRE, FRONT 11R22.5 Load Range H HSR2 (CONTINENTAL), 498 rev/mile, 75 MPH, All-Position
7382135423	(4) TIRE, REAR 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
	Services Section:
40114	WARRANTY Standard for CE, RE, BE School Bus Models, Effective with Vehicles Built January 2, 2015 or Later, CTS-3304G

Vehicle Specifications
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Code</u>	<u>Description</u>
40KMB	SERVICES, TOWING {Navistar} Service Call to 36-Month/Unlimited Mileage to the Nearest Navistar Dealer for Navistar Warrantable Failure as Contract Defined; Includes Engine Failure if Supplier Declines Tow Coverage & ESC Supplied thru Navistar; \$550 (USA) Maximum Benefit per Incident
49GVN	WARRANTY 5-Year, Limited

Financial Summary
2018 INTEGRATED CE S BUS (PB105)

November 04, 2016

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Factory List Prices:		
Product Items	\$181,095.00	
Service Items	\$550.00	
Total Factory List Price Including Options:		\$181,645.00
REI HD420 DVR w/3 Cam, 500GB HDD, 2 interior cameras and 1 exterior stop arm camera with overview camera - installed by Mobile Fleet for REI	\$2,500.00	
On Spot Chains includes air compressor installed - 704734-161104-01	\$3,620.00	
Total Preparation And Delivery:		\$6,120.00
Freight Charge	\$3,000.00	
Total Freight:		\$3,000.00
Total Factory List Price Including Freight:		\$190,765.00
Less Customer Allowance:		(\$94,134.32)
Total Vehicle Price:		\$96,630.68
Total Sale Price:		\$96,630.68
Total Per Vehicle Sales Price:		\$96,630.68
Net Sales Price:		\$96,630.68

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an IC Corporation vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

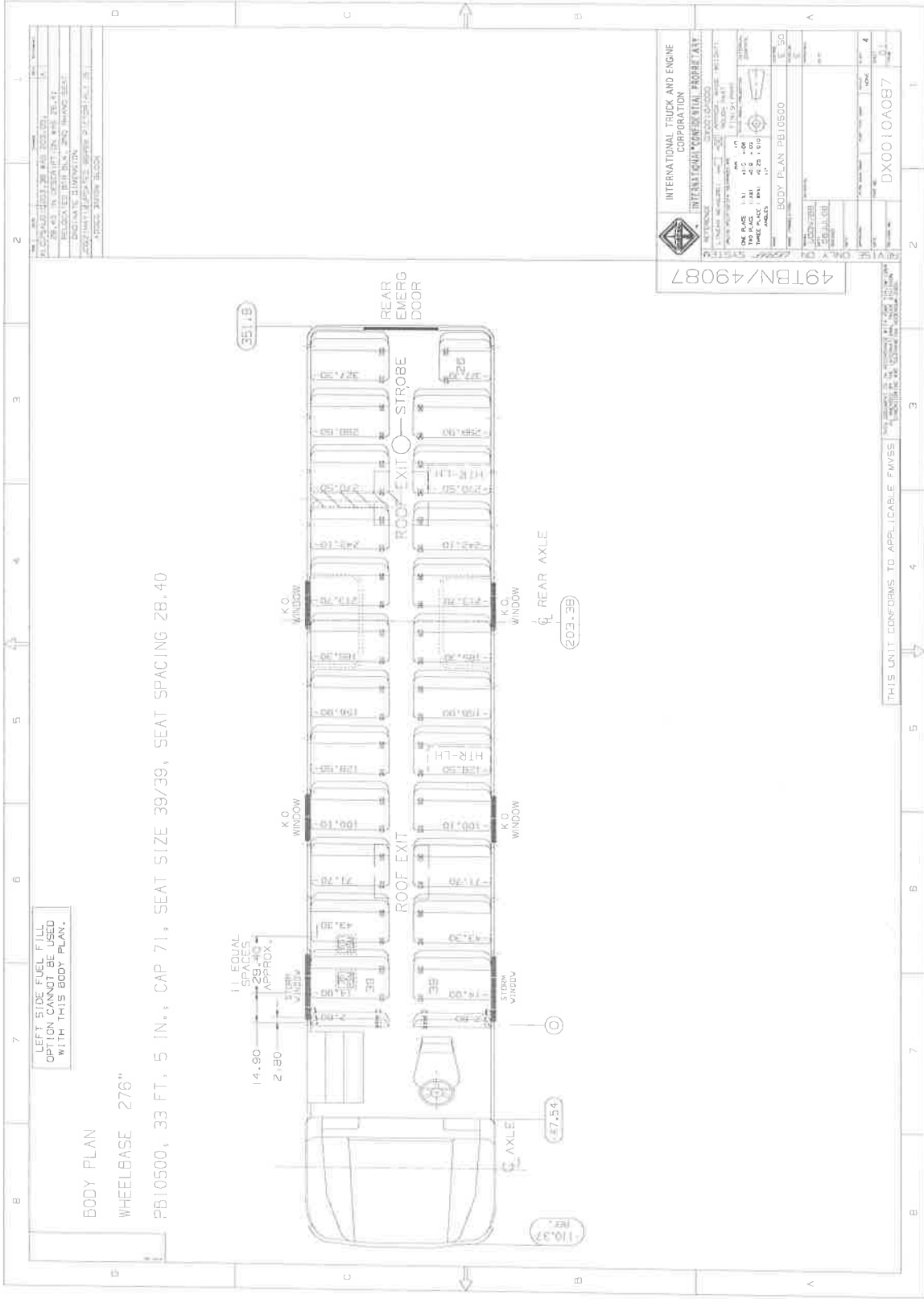
Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.



REV	DATE	DESCRIPTION
1	11/15/87	ISSUE FOR PRODUCTION
2	01/12/88	REVISION TO SEAT SPACING
3	01/12/88	REVISION TO SEAT SPACING
4	01/12/88	REVISION TO SEAT SPACING
5	01/12/88	REVISION TO SEAT SPACING
6	01/12/88	REVISION TO SEAT SPACING
7	01/12/88	REVISION TO SEAT SPACING
8	01/12/88	REVISION TO SEAT SPACING
9	01/12/88	REVISION TO SEAT SPACING
10	01/12/88	REVISION TO SEAT SPACING

INTERNATIONAL TRUCK AND ENGINE CORPORATION
 INTERNATIONAL TRUCK AND ENGINE CORPORATION
 49TBN/49087
 BODY PLAN PB10500
 DX0010A087

LEFT SIDE FUEL FILL OPTION CANNOT BE USED WITH THIS BODY PLAN.

BODY PLAN

WHEELBASE 276"

PB10500, 33 FT, 5 IN., CAP 71, SEAT SIZE 39/39, SEAT SPACING 28.40

11 EQUAL SPACES 28.40 APPROX.

14.80 2.80

87.54

203.35

THIS UNIT CONFORMS TO APPLICABLE FMVSS



Carrie Fisher <fisher@gallatingatewayschool.com>

Blue Bird

71 Passenger Blue Bird Vision

1 message

John Massaro <bbsalesmt@gmail.com>

Mon, Nov 21, 2016 at 12:19 PM

To: fisher@gallatingatewayschool.com

Hey Carrie,

Here is the quote information that we discussed. The price that I have back from Blue Bird is in the amount of \$97,095. This price reflects a 4 camera system, webasto style heater, seat belts, automatic tire chains, Cummins ISB 250HP diesel engine and hydraulic brakes. If you decide to go with the gasoline engine the price will drop between \$4000-\$5000 total. As for the trade in on your International bus the most we can do is \$5000. I look forward to hearing from you next week. Let me know which engine you would like to use and I will get the formalized quote finalized and over to you guys.

Thanks, John Massaro

Thomas

Bus quote :)

3 messages

Carrie Fisher <fisher@gallatingatewayschool.com>

Mon, Nov 7, 2016 at 2:23 PM

To: Nick Clawson <nick.clawson@istatetruck.com>

Hi Nick,

Please find the specs we are looking at for the bus we got quoted from Harlow's.

In addition to these "standard" features, we would also like to make sure our bus has the following:

1. Wabasto (or comparable heaters--- prefer NOT to have Wabasto's)
2. Insta-Chains or On-Spot Chains
3. Seat belts- (we currently have lap belts for each rider)
4. Camera System (stop arm, front window looking forward, and two-three inside the bus)
5. Rated Capacity of 71 or more
6. No models with Airbrakes or other items that require an additional endorsement

Our School Board is also interested in trading in our 2011 International (VIN: 4DRBUAAP&BB259084)-- would that be possible, and if so, please include that as part of your quote.

The Board meets on Monday, November 21st to begin the process of purchasing a new bus. It would be very helpful if we could get a quote no later than November 16th.

Other questions that would be helpful to know:

1. If we order a bus how long will it take to arrive?
2. Are there any places in the Bozeman/Belgrade/Manhattan area where it can receive regular maintenance and warranty service?

Thank you Nick :) Have a great day!

Carrie Fisher
District Clerk
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-.763-4886-fax
www.gallatingatewayschool.com

 **0825_161107143920_001.pdf**
4441K

Carrie Fisher <fisher@gallatingatewayschool.com>

Mon, Nov 21, 2016 at 8:56 AM

To: Nick Clawson <nick.clawson@istatetruck.com>

Hi Nick,

Just checking in on the quote... is there any chance you could get that for me???

Thank you!

Carrie Fisher
District Clerk
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730

406.763.4415-phone
406-.763-4886-fax
www.gallatingatewayschool.com

[Quoted text hidden]

Nick Clawson <nick.clawson@istatetruck.com>
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Mon, Nov 21, 2016 at 12:39 PM

Carrie,

Yours is coming up. I have a stack of quotes I am working on. Should have it fairly shortly. Thanks for your patience!

Nick Clawson | Thomas Bus / New & Used Truck Sales | I-State Truck Center

4600 S. Frontage Road | Billings, MT 59101

P: 800-736-5264 | F: 406-252-5910 | C: 406-208-5862

www.istatetruck.com

"Pride in Service"

**Please consider the environment before printing this e-mail*

This email and any files attached are confidential and intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential, including information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential.

From: Carrie Fisher [mailto:fisher@gallatingatewayschool.com]
Sent: Monday, November 21, 2016 8:56 AM
To: Nick Clawson
Subject: Re: Bus quote :)

[Quoted text hidden]

November 2016 Superintendent's Report:

Enrollment Summary as of 11/15/2016:

Grade	Total	Boys	Girls	Out of District
K	18	10	8	2
1	14	7	7	4
2	18	10	8	4
3	17	11	6	4
4	22	9	13	5
5	24	14	10	0
6	4	2	2	1
7	13	7	6	1
8	15	9	6	4
Total	145	80	65	25

Progress on 2016-2017 Gallatin Gateway School District Goals

- I. **Gallatin Gateway School Board will demonstrate excellence in governance.**
 - a. Upcoming Training Opportunities:
 - i. MTSBA School Law and Technology Symposium – November 28-29 (Helena)
 - ii. MTSBA HR Symposium – February 23 (Livingston)
 - b. Congratulations to the Board of Trustees for earning the “Golden Gavel Award” for “Completion of MTSBA Academy Training By Every Trustee”! This is the second consecutive year in which our board has received this award and is a clear example of the Board’s dedication to excellence in governance!
 - c. Congratulations to Donna Shockley for receiving the “Marvin Heintz Award” for “attaining the highest level in the MTSBA School Board Academy’s Certified Trustee Award Program for extraordinary commitment to continuing education, strengthening boardsmanship, and providing leadership in the community”! Way to go Donna!

- II. **Gallatin Gateway School Board will develop and maintain a safe and secure facility and grounds.**
 - a. The front doors have been fixed and are now working properly. It is good to have our school properly secured at the end of the day.
 - b. All four faucets in the boy’s and girl’s bathrooms have been replaced. All four faucets have been replaced with motion sensing models.
 - c. I have included a copy of an estimate provided by Campbell’s Plumbing on replacing the water fountain in the lobby. With the permission of the board and the FAC, I would like to place this project on a list of possible summer maintenance issues.

- d. Finally, I have sent the final copy of the CTA report to the board (11/15) for your review. As you will see, this version has cost estimates associated with the five options set forth in the plan. The estimates should help provide guidance as we move forward.

III. Gallatin Gateway School Board will maintain and provide high quality educational services.

- a. All of the teachers associated with the mentoring program continue to meet on a regular basis. All of our new teachers have done an excellent job in the first quarter of the year. I would also like to thank their mentor teachers for their assistance in helping the new teachers.

IV. Gallatin Gateway School Board will promote the development of the whole child.

- a. We are beginning the process of compiling a comprehensive list of interventions used in the MTSS program. We had set a goal to complete this by November, but are not going to be able to make that goal. I should have a comprehensive list compiled in the next month.
- b. We are also currently examining the Corrective Math and Connecting Math Concepts programs. These programs are considered Tier II/III intervention programs and are greatly needed at GGS. We are in need of more comprehensive math intervention programs and these may address our needs. If they do, I will bring them to the Board for approval and adoption in December.
- c. We are conducting the first Whole Child Committee meeting on Thursday, November 17 at 3:30. There will be an update on the meeting on Monday night.

V. Gallatin Gateway School will develop and implement effectiveness of building trust and communicating within the Gallatin Gateway community.

- a. I would like to thank Mrs. Krogstad, Ms. Tysse, Ms. Rubio, and Mr. Mohr for the work they did on this year's Veteran's Day Assembly. It is truly one of my favorite events of the year and they did a wonderful job!
- b. Last week's Parent/Teacher Conferences were a success! The teaching staff worked hard to make contact with all parents and keep them apprised on their student's progress.

Upcoming Events

1. 1st Quarter Assembly (November 18 @ 2:30)
2. Regular School Board Meeting (November 21 @ 6:00)
3. Science Olympiad (November 22)
4. No School - Thanksgiving (November 23-25)
5. Santa Run (December 3)
6. Winter Program (December 15 @ 6:30)
7. No School - Winter Break (December 17 - January 1)

Additional Information

I have registered for the 2017 State Assessment Conference (February 1-2 in Billings) and the 2017 Title I Conference (April 19-20 in Helena).

On December 16, I have coordinated with Deb Gee at the Farmhouse Café to cater a holiday meal for the entire GGS family. The money used for this dinner is coming from excess funds that come back from our Flex program. The money is to be used for the benefit of all staff and I feel that the opportunity to have a meal together as a group is important in building a cohesive school culture. To provide further clarity, no General Fund dollars will be used to support this holiday meal.

At the end of the 1st Quarter, 25 students received Perfect Attendance, 11 middle school students made the Honor Roll, and 3 middle school students made the 4.0 Honor Roll! Way to go Gators!

Finally, I would like to thank Brooke Savage for cleaning up the playground on October 22. She removed the high jump pit and whiteboard. Thank you so much for helping keep our playground beautiful!



Campbells Plumbing & Heating, Inc.
 406-388-6554
 cs@campbellsplumbing.com
 (PO Box 128) 195 High K St Belgrade, MT 59714
 campbellsplumbing.com

Proposal No. 11538
 FRSB

Date: 10-26-2016

Customer	Contact Info	Billing Address	Shipping Address
Gallatin Gateway School	work: 406-763-4415	PO Box 265 Gallatin Gateway MT 59730	PO Box 265 Gallatin Gateway MT 59730
Project: 210167 - Service - Other - Service Address: 100 Mill Street Gallatin Gateway MT		Proposal: 11538 - Service - V2 - Estimate to replace filter in Elkay drinking fountain.	
Customer P.O.	Writer: Stacey Rasnick	Tech: Will Woodard	
Comments:			

Image	Item #	Item Name	Qty	Price Ea	Line Total
Misc Item Listing					
	DIS-00Z1-0060	Zone 1 Dispatch/Diagnostic Fee (up to 25 mile radius dispatch)	1.00	\$70.00	\$70.00
Standard Zone 1 Dispatch/Diagnostic Fee (up to 25 mile radius dispatch) This fee covers our cost to provide some compensation to our technician for dispatch (coordination approx. 15 min, travel approx. 15 minutes each way, and approx. 15 minutes of diagnostics). A portion of the associated fuel cost is also included in this fee. Advantage customers qualify for \$70 dispatch/diagnostic discount.					
	3	Drinking Fountain Replacement	1.00	\$2,653.01	\$2,653.01
Remove and replace Elkay drinking fountain with fast fill for water bottle.					
TOTAL					\$2,723.01

TERMS: Payment in full is due upon receipt. A finance charge of 1.5% per month (18% per anum) will be charged on all past due accounts.

THANK YOU FOR YOUR BUSINESS
[Click Here For Deals On Our Surplus Inventory](#)

Signature:

Agenda Item: NORTHWESTERN ENERGY PROTESTED TAX SETTLEMENT

BACKGROUND:

- On Monday, August 15, 2016 the Board adopted the 2016-2017 budget. The following budget was adopted:

<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

Taxable Value as of 07/29/2016: 5,362,646

Total mills for all budgeted funds FY17: 130.07

- On Friday, October 14, 2016, Carrie Fisher, Business Manager received an email from Bob Vogel at MTSBA indicating the following:
 - *The Department of Revenue has entered into a settlement agreement with NorthWestern Energy which resolves NorthWestern's 2016 centrally assessed property valuation appeal. The department and NorthWestern have worked diligently over the last several weeks on resolving this appeal. The parties felt that it was important to come to a resolution so as to provide local jurisdictions with their adjusted tax base as early as possible. The change amounts to a reduction of NorthWestern's market value for property tax purposes of about 8%*
- On Tuesday, October 18, 2016, the District's Business Manager submitted a request to the Montana Department of Revenue to request that the DOR provide a revised certified taxable value.
- On October 28, 2016 the District received the revised taxable value for FY16. The revised taxable value \$5,299,510
- On October 28, 2016 the District Business Manager submitted the revised budget report to OPI to reflect the revised taxable value. The revision increased the total number of mill levied to the local tax payers to: 131.45 a total increase of 1.38 mills from original estimations in August 2016.

ENCLOSURES:

- 2016 Certified Taxable Valuation from Montana Department of Revenue- July 2016
- Email correspondence from:
 - Bob Vogel, MTSBA- October 14, 2014 (with attachment)
 - OPI School Finance Department- October 17, 2016
 - Linda Skelton, County Superintendent's Office- October 18, 2016 (with attachment)
 - OPI School Finance Department- October 18, 2016 (with attachment)

- Taxing Jurisdiction Change in Valuation- *Request for Revised Certification of Taxable Value-* October 18, 2016
- 2016 Certified Taxable Valuation from Montana Department of Revenue- REVISED 10/28/2016
- Budget Report Summary from MAEFAIRS (page 2 of 16)
- Billings Gazzett Article- *NorthWestern negotiations taxable value down \$220M, sending ripple effects through local budgets*
- Bozeman Chronicle Article- *Bozeman schools won't raise tax rate, despite NorthWestern loss*



2016 Certified Taxable Valuation Information
(15-10-202, MCA)
Gallatin County
GALLATIN GATEWAY ELEMENTARY

Certified values are now available online at property.mt.gov/cov

1. 2016 Total Market Value ¹	\$	327,533,931
2. 2016 Total Taxable Value ²	\$	5,362,646
3. 2016 Taxable Value of Newly Taxable Property.....	\$	418,114
4. 2016 Taxable Value less Incremental Taxable Value ³	\$	5,362,646
5. 2016 Taxable Value of Net and Gross Proceeds ⁴ (Class 1 and Class 2).....	\$	-

6. TIF Districts

Tax Increment District Name	Current Taxable Value ²	Base Taxable Value	Incremental Value

Total Incremental Value \$ -

Preparer Janice McGuire

Date 7/29/2016

¹Market value does not include class 1 and class 2 value
²Taxable value is calculated after abatements have been applied
³This value is the taxable value less total incremental value of all tax increment financing districts
⁴The taxable value of class 1 and class 2 is included in the taxable value totals

For Information Purposes Only

2016 taxable value of centrally assessed property having a market value of \$1 million or more, which has transferred to a different ownership in compliance with 15-10-202(2), MCA.

I. Value Included in "newly taxable" property	\$	835
II. Total value exclusive of "newly taxable" property	\$	0



Carrie Fisher <fisher@gallatingatewayschool.com>

Northwestern Energy tax protest settlement

1 message

Bob Vogel <bvogel@mtsba.org>

Fri, Oct 14, 2016 at 9:49 AM

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

Carrie: We received word yesterday from the Department of Revenue that they have reached a settlement with NorthWestern Energy on a tax protest involving newly-taxable property. You will likely be receiving word from the County about this, but I wanted to give you what the Department sent to us in terms of impacts on school districts by county so you can explore your options.

Here is the word from the Department of Revenue:

The Department of Revenue has entered into a settlement agreement with NorthWestern Energy which resolves NorthWestern's 2016 centrally assessed property valuation appeal. The department and NorthWestern have worked diligently over the last several weeks on resolving this appeal. The parties felt that it was important to come to a resolution so as to provide local jurisdictions with their adjusted tax base as early as possible. The change amounts to a reduction of NorthWestern's market value for property tax purposes of about 8 %.

The department has calculated the change in taxable value to all taxing jurisdictions in your county. Please contact your local DOR office for these changes.

If a local jurisdiction feels the impact is significant enough to justify recertification the department will consider requests to recertify. However, since the values in question are "newly taxable" it is unlikely that most non-school jurisdictions would be able to float additional mills due to a recertification. Also, the process of recertifying and then readopting the mill levy requires several steps which may significantly delay the issuance of tax bills and may create additional local administrative costs. Please check with your local counsel regarding questions of process and with your County Treasurer regarding questions of cost. Any additional local administrative costs will be the responsibility of the county or jurisdiction requesting the recertification.

If you have additional questions about the settlement, please feel free to contact me at your convenience.

Sincerely,

Doug Roehm, MDOR

AdHocTaxYear	County	TaxingUnitDesc	TaxingJurisdictionDesc	TaxingUnitType	Mill	TV-Old	TV-New	Change in Value	Value of a Mill	Percent Change	Dollar Change
2016	6	06-78423	MANHATTAN (75-7-1,75-7-2) HIGH SCHOOL	Local High School	109.2	243,292	222,985	20,307	243	-8.35%	(2,218)
2016	6	06-7802	MALMBORG ELEMENTARY	Local Elementary	44.3	1,023,674	1,002,259	21,415	1,024	-2.09%	(949)
2016	6	06-77752	MANHATTAN ELEMENTARY 3-4	Local Elementary	191.48	109,803	107,690	2,113	110	-1.92%	(405)
2016	6	06-7786	PASS CREEK ELEMENTARY	Local Elementary	38.88	365,702	359,289	6,413	366	-1.75%	(249)
2016	6	06-7848	WEST YELLOWSTONE (K-12)	Local High School	143.84	11,687,185	11,505,092	182,093	11,687	-1.56%	(26,192)
2016	6	06-7778	WILLOW CREEK ELEMENTARY	Local Elementary	142.11	1,477,533	1,454,814	22,719	1,478	-1.54%	(3,229)
2016	6	06-7846	WILLOW CREEK HIGH SCHOOL	Local High School	127.43	1,410,844	1,390,749	20,095	1,411	-1.42%	(2,561)
2016	6	06-7808	AMSTERDAM 75 ELEMENTARY	Local Elementary	150.53	3,826,265	3,772,095	54,170	3,826	-1.42%	(8,154)
2016	6	06-7844	THREE FORKS HIGH SCHOOL	Local High School	47.72	7,679,903	7,579,650	100,253	7,680	-1.31%	(4,784)
2016	6	06-7784	THREE FORKS ELEMENTARY	Local Elementary	93.7	7,613,214	7,515,585	97,629	7,613	-1.28%	(9,148)
2016	6	06-7842	MANHATTAN HIGH SCHOOL	Local High School	109.2	11,135,219	10,999,787	135,432	11,135	-1.22%	(14,789)
2016	6	06-7806	BIG SKY K-12	Local High School	194.33	21,547,219	21,286,658	260,561	21,547	-1.21%	(50,635)
2016	6	06-7790	GALLATIN GATEWAY ELEMENTARY	Local Elementary	135.84	5,362,646	5,299,513	63,133	5,363	-1.18%	(8,576)
2016	6	06-7775	MANHATTAN ELEMENTARY SCHOOL	Local Elementary	191.48	7,042,467	6,963,272	79,195	7,042	-1.12%	(15,164)
2016	6	06-7794	SHIELDS VALLEY ELEMENTARY	Local Elementary	129.45	750,599	743,046	7,553	751	-1.01%	(978)
2016	6	06-COSCHWD	COUNTY WIDE SCHOOL LEVIES	County-wide education	51.85	254,381,882	252,294,932	2,086,950	254,382	-0.82%	(108,208)
2016	6	06-77862	PASS CREEK ELEMENTARY 25-21-46	Local Elementary	38.88	266,487	264,420	2,067	266	-0.78%	(80)
2016	6	06-7840	BELGRADE HIGH SCHOOL	Local High School	81.41	37,269,888	36,985,505	284,383	37,270	-0.76%	(23,152)
2016	6	06-7800	BELGRADE 44C, 44R ELEMENTARY	Local Elementary	187.68	36,263,693	35,989,869	273,824	36,264	-0.76%	(51,391)
2016	6	06-7838	BOZEMAN HIGH SCHOOL	Local High School	76.76	163,644,022	162,539,889	1,104,133	163,644	-0.67%	(84,753)
2016	6	06-7776	BOZEMAN ELEMENTARY	Local Elementary	151.15	137,696,269	136,770,955	925,314	137,696	-0.67%	(139,861)
2016	6	06-7798	LAMOTTE 43 ELEMENTARY	Local Elementary	104.15	2,578,776	2,562,795	15,981	2,579	-0.62%	(1,664)
2016	6	06-7788	MONFORTON 27 ELEMENTARY	Local Elementary	156.4	12,349,870	12,284,796	65,074	12,350	-0.53%	(10,178)
2016	6	06-7782	COTTONWOOD ELEMENTARY	Local Elementary	39.72	722,714	719,706	3,008	723	-0.42%	(119)
2016	6	06-7780	SPRINGHILL 20 ELEMENTARY	Local Elementary	72.6	519,188	517,155	2,033	519	-0.39%	(148)
2016	6	06-7796	ANDERSON 41 ELEMENTARY	Local Elementary	197.58	3,130,330	3,127,675	2,655	3,130	-0.08%	(525)

Guidance to Schools Regarding Recertification of Taxable Valuations

1 message

OPI <mquinlan@mt.gov>
Reply-To: mquinlan@mt.gov
To: fisher@gallatingatewayschool.com

Mon, Oct 17, 2016 at 4:35 PM



opi.mt.gov

Montana

Office of Public Instruction

Superintendent Denise Juneau

On October 14, the Department of Revenue (DOR) notified school districts and counties that it had reached a settlement with Northwestern Energy (NWE) for NWE's valuation for Tax Year 2016. The settlement resolves NWE's 2016 centrally assessed property valuation appeal.

The DOR provided counties with a statement of Taxing Jurisdiction Change in Taxable Valuation, which identified the amount of the decrease in valuation for individual taxing jurisdictions for the tax year 2016. Presumably, these statements have been distributed to all affected school districts by the county superintendent or county assessor. The statement includes a signature line for affected school districts to request that the DOR provide a revised certified taxable value for the taxing jurisdiction by October 20. If your district does **not** request a revised certified taxable valuation, the original taxable valuation provided to the district in August will remain the certified taxable valuation.

OPI recommends that affected districts request a revised certification. The request for a revision does not require board action and can be made by the school clerk or other school district official. With the Certified Taxable Valuation Information (Form AB-72T), a district can avoid revenue shortfalls associated with this situation in its budgeted funds. A district that is eligible for a guaranteed tax base subsidy will receive more GTB than originally anticipated if the general fund mills increases as a result of the recertification.

For any district that requests a revised certification, OPI will open up the budget module in MAEFAIRS allowing the district to update its taxable valuation which will result in MAEFAIRS recalculating mill levies. OPI makes the first GTB payment of FY 2017 in November; any changes to the district's FY 2017 budget must be completed by October 31, 2016.

For districts choosing to revise taxable values the following steps are necessary:

- 1) Sign and complete a Taxing Jurisdiction Change in Valuation (Form AB-72) to DOR
- 2) Upon receipt of the DOR revised certified taxable valuation (Form AB-72T), submit the document to Debbie Casey at dcasey@mt.gov and Kara Sperle at ksperle2@mt.gov requesting the OPI unsubmit the budget.
- 3) OPI will unsubmit the district's FY 2017 budget and contact the requestor when the budget is available for revision.
- 4) The district will revise its taxable valuation in MAEFAIRS and resubmit its budget.

More information for county business officials will be distributed later in the week.

If you have questions about this process, please contact Kara Sperle, School Finance Division Administrator at ksperle2@mt.gov or call 406-444-3249.



Carrie Fisher <fisher@gallatingatewayschool.com>

Fwd: DOR Change in Taxable Valuations

Linda Skelton <LSkelton@metnet.mt.gov>

Tue, Oct 18, 2016 at 1:56 PM

To: aheisler@manhattan.k12.mt.us, bweickum@westyellowstone.k12.mt.us, fisher@gallatingatewayschool.com, casay@manhattan.k12.mt.us, jbates@belgradeschools.com, kelly.c@gallatinvalleytaxservices.com, kortmeier@monfortonschool.org, mclark@lamotteschool.com, mike.waterman@bsd7.org, rstrickland@threeforks.k12.mt.us, sharon.l.roe@gmail.com, sroe@amsterdamschool.org, sherrilower@willowcreek.k12.mt.us, sbinfet@westyellowstone.k12.mt.us, suebecker@bssd72.org, troberts@andersonmt.org

Hi,

Just so we are all on the same page, attached is the revised estimate in taxable valuations that was given to us this morning. This attachment indicates the possible loss of revenue should you decide not to request revised certification of the taxable values with the DOR. It is totally up to you, but our Treasurer is more than willing to work with all the districts to make this change before taxes are billed. Thank goodness she did not bill taxes this week! Many of you have already indicated you will be requesting the revision.

Please send your requests to Janice McGuire today if at all possible.

jmcguire@mt.gov They have five days to complete the recertification. As mentioned in the OPI message yesterday, you will then send the revised valuation to OPI and make the changes to your budgets, don't forget to change debt service TV's too. Also, remember the submit ID will change on your trustees' reports, so both reports will need to be reprinted and the cover pages signed and sent to us.

To help us speed up this process and avoid a delay in billing, as soon as you submit your budgets, please email us and let us know. We can then print and make the necessary changes for the Treasurer.

Questions let us know.

Gallatin Co. Supt. of School's Office
582-3090

 DOR Valuation Changes.pdf
84K

Gallatin County Schools' Taxable Valuations

Aug-16

UNOFFICIAL DOR REVISIONS

Oct-16

ELEMENTARY	TAXABLE VALUE	VALUE ONE MILL	DOR CHANGE IN VALUATION	REVISED TAXABLE VALUE*	VALUE ONE MILL	CHANGE IN ONE MILL VALUE	ESTIMATED REVENUE LOSS
#3 Manhattan	\$ 7,152,270	\$ 7,152.27	(81,305)	\$ 7,070,965	\$ 7,070.97	\$ (81.31)	\$ 20,243.70
#7 Bozeman***	\$ 133,379,457	\$ 133,379.46	(925,307)	\$ 132,454,150	\$ 132,454.15	\$ (925.31)	\$ 143,247.24
#15 Willow Creek**	\$ 1,477,533	\$ 1,477.53	(30,075)	\$ 1,447,458	\$ 1,447.46	\$ (30.08)	\$ 2,502.15
#20 Springhill	\$ 527,471	\$ 527.47	(2,033)	\$ 525,438	\$ 525.44	\$ (2.03)	\$ 134.04
#22 Cottonwood	\$ 722,714	\$ 722.71	(3,008)	\$ 719,706	\$ 719.71	\$ (3.01)	\$ 273.13
#24 Three Forks**	\$ 7,613,214	\$ 7,613.21	(97,610)	\$ 7,515,604	\$ 7,515.60	\$ (97.61)	\$ 8,933.27
#25 Pass Creek	\$ 632,189	\$ 632.19	(8,478)	\$ 623,711	\$ 623.71	\$ (8.48)	\$ 320.54
#27 Monforton	\$ 12,351,719	\$ 12,351.72	(65,070)	\$ 12,286,649	\$ 12,286.65	\$ (65.07)	\$ 12,116.03
#35 Gallatin Gateway	\$ 5,362,646	\$ 5,362.65	(63,136)	\$ 5,299,510	\$ 5,299.51	\$ (63.14)	\$ 8,212.62
#41 Anderson	\$ 3,145,443	\$ 3,145.44	(2,653)	\$ 3,142,790	\$ 3,142.79	\$ (2.65)	\$ 529.76
#43 LaMotte	\$ 2,583,814	\$ 2,583.81	(15,983)	\$ 2,567,831	\$ 2,567.83	\$ (15.98)	\$ 1,457.54
#44 Belgrade	\$ 36,325,736	\$ 36,325.74	(273,820)	\$ 36,051,916	\$ 36,051.92	\$ (273.82)	\$ 51,166.01
#47 Malmborg	\$ 1,023,674	\$ 1,023.67	(21,414)	\$ 1,002,260	\$ 1,002.26	\$ (21.41)	\$ 859.18
#75 Amsterdam	\$ 3,836,628	\$ 3,836.63	(54,169)	\$ 3,782,459	\$ 3,782.46	\$ (54.17)	\$ 8,154.21
J38 Sedan/Wilsall**	\$ 750,599	\$ 750.60	(7,552)	\$ 743,047	\$ 743.05	\$ (7.55)	\$ 770.25
HIGH SCHOOL & K-12							
#3 Manhattan	\$ 11,135,219	\$ 11,135.22	(135,427)	\$ 10,999,792	\$ 10,999.79	\$ (135.43)	\$ 18,288.47
#7 Bozeman*	\$ 159,327,210	\$ 159,327.21	(1,104,123)	\$ 158,223,087	\$ 158,223.09	\$ (1,104.12)	\$ 85,293.27
#15 Willow Creek	\$ 1,410,844	\$ 1,410.84	(20,095)	\$ 1,390,749	\$ 1,390.75	\$ (20.10)	\$ 2,307.48
#24 Three Forks**	\$ 7,679,903	\$ 7,679.90	(100,232)	\$ 7,579,671	\$ 7,579.67	\$ (100.23)	\$ 4,500.33
#44 Belgrade	\$ 37,331,931	\$ 37,331.93	(286,491)	\$ 37,045,440	\$ 37,045.44	\$ (286.49)	\$ 36,773.86
#69 West Yellowstone K-12	\$ 11,685,773	\$ 11,685.77	(182,091)	\$ 11,503,682	\$ 11,503.68	\$ (182.09)	\$ 25,183.05
#72 Big Sky K-12	\$ 21,547,219	\$ 21,547.22	(260,559)	\$ 21,286,660	\$ 21,286.66	\$ (260.56)	\$ 51,650.81

* Revision not official until DOR recertifies

** Gallatin County Values (Does not include the joint district values)

***Less Tax Increment Districts

Estimating Impacts of Taxable Valuation Changes

1 message

OPI <mquinlan@mt.gov>
Reply-To: mquinlan@mt.gov
To: fisher@gallatingatewayschool.com

Tue, Oct 18, 2016 at 4:31 PM



opi.mt.gov

Montana

Office of Public Instruction

Superintendent Denise Juneau

In an effort to assist schools with analyzing the potential impact of the reduction in taxable values resulting from the DOR/NWE settlement, the OPI has placed a "*School District Calculator Estimation for NWE Tax Valuation Change*" on the OPI School Finance website. Please visit <http://opi.mt.gov/pdf/SchoolFinance/Budget/16NewTVCalc.xlsx> for the calculator. These numbers reflect the potential revenue shortfall if the district's taxable valuation is not recertified. Not every school district or county is impacted by this change in property tax value.

When you open the file, you will be allowed to select a school district from the drop down box labeled **Pick LE Name Below**. When a school district is selected, the information in the file will automatically load into the worksheet.

There are several columns in the file:

- **Original** – The number of mills for the FY 2017 adopted budget, calculated using the August taxable valuation
- **Adjusted** – The number of mills needed to fund the FY 2017 budget using the revised taxable valuation
- **Change** – The difference in the number of mills between the Original and Adjusted
- **Adopted Budget Anticipated Revenue** – The property tax revenue anticipated with the MAEFAIRS budget submission using the August taxable valuation and Original mills
- **Revenue recertification** – The estimated property tax revenue the school district would capture with the Original mills applied to the revised taxable valuation.
- **Potential revenue shortfall** – The estimated revenue shortfall if the taxable valuation is not re-certified.

The lower portion of the chart shows the additional guaranteed tax base that a school district would receive if the district's taxable valuation were recertified.

If you have a school district with more than one LE, please make sure you review each individual LE. This document is intended to help guide schools when making decisions on what the best course of action is from here. Each school will need to be in contact with the county commissioners as to how to proceed from here.

OPI recognizes that the impacts of the settlement vary across school districts. Many counties have already produced their property tax statements and are ready to mail to these statements to taxpayers. While a school district may request re-certification, the ultimate decision of whether to recertify is in the hands of the county commissioners and the Department of Revenue. Counties will need to balance the concern over lost revenues with the workload, delays and costs that will occur with re-certification and re-printing of the property tax statements.

If you have any questions or concerns, please contact Kara Sperle at ksperle2@mt.gov (Kara can also be reached in person at the MASBO board meeting in Billings on Wednesday) or Paul Taylor at ptaylor@mt.gov.

Pick LE Name Below
Gallatin Gateway Elem

0364

16 Gallatin



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

	Original	Adjusted	Change
Taxable Valuation	5,362,646	5,299,510	(63,136)
District Mill Value	5,363.00	5,300.00	(63.00)

	Original	Adjusted	Change	Adopted Budget Anticipated Revenue	Revenue without Recertification	Potential Revenue Shortfall
Elementary BASE Mills Levied - General Fund	37.29	37.57	0.28	199,994.04	197,637.00	(2,357.04)
High School BASE Mills Levied- General Fund	-	-	-	-	-	-
Over Base Mills Levied - General Fund	44.22	44.75	0.53	237,130.28	234,366.00	(2,764.28)
Mills Levied - General Fund	81.51	82.32	0.81	437,124.32	432,003.00	(5,121.32)
Mills Levied - Transportation	10.85	10.98	0.13	58,196.37	57,505.00	(691.37)
Mills Levied - Bus Depreciation	4.54	4.60	0.06	24,355.92	24,062.00	(293.92)
Mills Levied - Tuition	-	-	-	-	-	-
Mills Levied - Adult Education	1.73	1.75	0.02	9,284.91	9,169.00	(115.91)
Mills Levied - Non-Operating	-	-	-	-	-	-
Mills Levied - Technology	3.18	3.21	0.03	17,035.94	16,854.00	(181.94)
Mills Levied - Flexibility	-	-	-	-	-	-
Mills Levied - Debt Service Tax	21.73	21.99	0.26	116,515.00	115,169.00	(1,346.00)
Mills Levied - Building Reserve	6.53	6.60	0.07	35,000.00	34,609.00	(391.00)
			1.12	697,512.46	689,371.00	(8,141.46)
			Increase in Mills	1.38		

\$ 8,574

	Original	Adjusted	Change
Property Tax Levies - General Fund	437,124	436,199	(925)
Property Tax Levies - Transportation	58,196	58,196	-
Property Tax Levies - Bus Depreciation	24,356	24,356	-
Property Tax Levies - Tuition	-	-	-
Property Tax Levies - Adult Education	9,285	9,285	-
Property Tax Levies - Non-Operating	-	-	-
Property Tax Levies - Technology	17,036	17,036	-
Property Tax Levies - Flexibility	-	-	-
Property Tax Levies - Debt Service	116,515	116,515	-
Property Tax Levies - Building Reserve	35,000	35,000	-

	Original	Adjusted	Change
Guaranteed Tax Base Aid	123,243.45	124,168.85	925

The data provided in this worksheet is calculated is for informational purposes only and is not intended to be used as certified values.

The potential revenue shortfall information is estimated and is subject to change.

Debt service calculations could vary because the figures were not recalculated.

Please refer to OPI's e-mail dated 10/17/2016 for instructions on the process for adjusting the taxable value in MAEFAIRS.



Taxing Jurisdiction Change in Valuation

Date: 10/17/2016

County: Gallatin

Taxing Jurisdiction: GALLATIN GATEWAY ELEMENTARY

Re: Change in valuation for the 2016 tax year

The change in value for this taxing jurisdiction due to a revision is \$ (63,136) in taxable value.

A change in value has been identified that affects the calculation of the certified taxable value of the taxing jurisdiction listed above. This change occurred after the valuation in the above referenced taxing jurisdiction was certified but before the tax roll was provided for tax billing. Please note that the above change in taxable value will also result in an equivalent change in the Newly Taxable value therefore it is unlikely that a jurisdiction would be able to float additional mills due to a recertification.

If you have any questions, please contact Janice McGuire at 406-582-3400

Prepared by: Janice McGuire

Prepared on: 10/17/2016

Request for Revised Certification of Taxable Value

If you believe this valuation change may have an impact on your mill levy calculations and revenue collections, submit this form to the Department of Revenue employee whose name you see on the "Prepared by" line above. *The original taxable value that was provided shall be the certified taxable value for this taxing jurisdiction unless you request a revised certification of taxable value within 5 working days from the date of this document.*

Based on the valuation change shown above, I, the undersigned hereby request the Department of Revenue to provide a revised certified taxable value for this taxing jurisdiction.

District Clerk
Title of Taxing Jurisdiction Official

Carly Fisher
Signature of Taxing Jurisdiction Official

10/18/16
Date



Revised 10/28/2016

MONTANA
Form AB-72T
Rev. 3-12

2016 Certified Taxable Valuation Information
(15-10-202, MCA)
Gallatin County
GALLATIN GATEWAY ELEMENTARY

Certified values are now available online at property.mt.gov/cov

Table with 2 columns: Description and Value. Rows include 1. 2016 Total Market Value, 2. 2016 Total Taxable Value, 3. 2016 Taxable Value of Newly Taxable Property, 4. 2016 Taxable Value less Incremental Taxable Value, 5. 2016 Taxable Value of Net and Gross Proceeds, 6. TIF Districts

Table with 4 columns: Tax Increment District Name, Current Taxable Value, Base Taxable Value, Incremental Value. Includes a Total Incremental Value row at the bottom.

Preparer Janice McGuire

Date 7/29/2016

- 1Market value does not include class 1 and class 2 value
2Taxable value is calculated after abatements have been applied
3This value is the taxable value less total incremental value of all tax increment financing districts
4The taxable value of class 1 and class 2 is included in the taxable value totals

For Information Purposes Only

2016 taxable value of centrally assessed property having a market value of \$1 million or more, which has transferred to a different ownership in compliance with 15-10-202(2), MCA.

Table with 2 columns: Description and Value. Rows include I. Value Included in "newly taxable" property, II. Total value exclusive of "newly taxable" property



**Submitted Budget Report
FY2016-17
16 Gallatin
0364 Gallatin Gateway Elem**

*Revised
Mills*

Submit ID: 0364-54320006

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,201,754.20	110,692.01	10%	9.21%	0.00	765,555.28	436,198.92	82.32
10 Transportation	99,576.71	19,915.34	20%	20.00%	13,870.14	27,510.20	58,196.37	10.98
11 Bus Depreciation	122,211.78	0.00	N/A	0.00%	97,855.86	0.00	24,355.92	4.60
13 Tuition	855.92		N/A		855.92	0.00	0.00	0.00
14 Retirement	186,165.86	24,726.96	20%	13.28%	0.00	186,165.86		
17 Adult Education	21,000.00	7,350.00	35%	35.00%	11,715.09	0.00	9,284.91	1.75
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	20,340.95	0.00	N/A	0.00%	2,245.35	1,059.66	17,035.94	3.21
29 Flexibility	9,313.85	0.00	N/A	0.00%	57.13	9,256.72	0.00	0.00
61 Building Reserve	88,208.27	0.00	N/A	0.00%	53,208.27	0.00	35,000.00	6.60
Total of All Funds	1,749,427.54	162,684.31			179,807.76	989,547.72	580,072.06	109.46

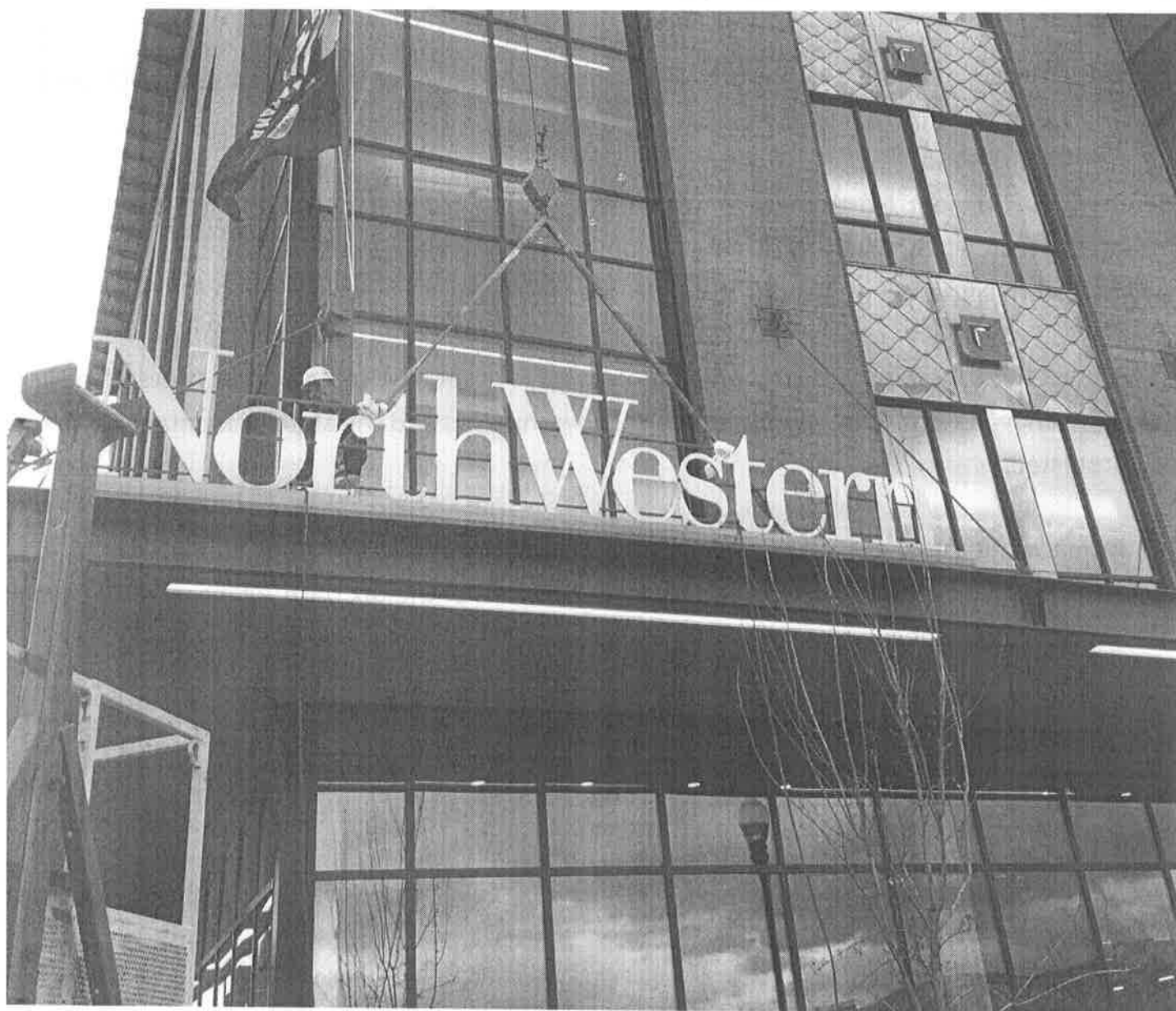
50 Debt Service								
Tax								
1	116,515.00	9,687.37	20-9-438	8.31%	0.00	0.00	116,515.00	21.99

http://billingsgazette.com/news/local/education/northwestern-negotiates-taxable-value-down-m-sending-ripple-effects-through/article_5ba5d6e9-0c66-50b9-953c-2c7aa8757bd5.html

FEATURED

NorthWestern negotiates taxable value down \$220M, sending ripple effects through local budgets

MATT HOFFMAN mhoffman@billingsgazette.com 19 hrs ago



Montana Standard

The new NorthWestern Energy sign goes up in November on the utility's new general office building in Uptown Butte.

Buy

NorthWestern Energy knocked about \$220 million off its 2016 taxable value in negotiations with the Department of Revenue.

The agreement, which was reached Friday, will send ripple effects through local budgets around the state — county and municipal governments and school districts, among others — where officials have already locked in their local mills and now have to account for a smaller tax base.

NorthWestern Energy, Montana's largest taxpayer, gets its property taxes reassessed each year. From 2015 to 2016, its taxable value increased from about \$2.2 billion to \$2.6 billion, according to the state's original valuation.

The settlement is at about \$2.4 billion. Negotiations avoided a formal tax protest, which could have had a bigger effect on local budgets.

Before the settlement, NorthWestern was looking at a tax bill that increased from about \$122 million to about \$163 million, according to company spokesman Butch Larcombe.

NorthWestern's final bill was about \$134 million.

"If we don't think it's fair, it's been our position to go to great lengths to avoid a protest," he said. "We know it hurts local schools and local governments and the state of Montana," if taxes are protested.

It's unclear what the effect will be on local tax jurisdictions across the state; some areas have more NorthWestern infrastructure as a larger proportion of the tax base, which would result in a larger financial impact.

Due to the smaller tax base, Billings Public Schools had to fill a roughly \$300,000 hole between its elementary and high school budgets, according to district chief financial officer Mike Arnold at Monday's school board meeting.

"We've got the reserves in place to make up those tax revenues," Arnold said. "It's not a big hit. It will be some."

The Department of Revenue is taking the unusual step of letting tax jurisdictions recertify their taxable values and therefore adjust mills in the budgets.

"I think they are scrambling with how to deal with the situation," department director Mike Kadas said.

If a local group does increase its mills, that would fall back on local taxpayers as a tax increase.

The Montana Office of Public Instruction is advising affected school districts to request a recertification, which doesn't require school board authorization, according to guidance sent to districts Monday.

The Great Falls School District is requesting a recertification, according to director of business operations Brian Patrick. The district is facing a budget hole of about \$474,000 in a combined high school and elementary budget of about \$70 million.

"We're pulling money out of reserves to make ends meet," Patrick said, but the district wants to keep reserves high, which helps secure a good credit rating.

Preventing a protest

The department's main goal was to avoid a tax protest, Kadas said.

"If they had protested, then the amount of revenue that would have been affected would be considerably more than what was affected based on the settlement," he said.

If taxes are protested, the amount of the tax bill is held in escrow. Local government entities can tap those funds. But if the final tax bill comes in lower than the original tax bill and a government entity spent money based on the original bill, that entity suddenly could face a shortfall.

"Consequently, most local jurisdictions don't use the money. They don't want to take that risk," Department of Revenue spokeswoman Mary Ann Dunwell said.

Larcombe said the tax negotiations weren't about any larger concerns about company finances.

The tax negotiations are "acting to a large degree in the interest of our customers," Larcombe said.

Bozeman schools won't raise tax rate, despite NorthWestern loss

By Gail Schontzler Chronicle Staff Writer 10 hrs ago



Tim Evanson/Creative Commons

The Willson School in Bozeman in 2013. (Photo by Tim Evanson, used via Creative Commons license)

Bozeman public school officials have decided to absorb a \$233,000 loss in property taxes from NorthWestern Energy, rather than raise tax rates for thousands of homeowners and business owners.

School administrators decided to cover the loss by dipping into reserves, instead of raising people's property taxes unexpectedly, just a few months before the district asks voters to pass a major bond debt to build a second high school, said Mike Waterman, the Bozeman schools' business services director.

"We feel our financial position is strong enough that we can absorb that without raising taxes," Waterman said Thursday. "The Bozeman School District is not going to be raising mills."

NorthWestern Energy reached a settlement in mid-October with the Montana Department of Revenue after the company contested the state's assessment of the value of its property.

Because of the settlement, the energy company's taxes statewide will increase from \$122 million to \$134 million — or \$29 million less than the \$163 million originally expected when school districts set their tax rates in August, the Associated Press reported.

The Bozeman School District was notified of the change on Oct. 13, and faced an Oct. 19 deadline to recalculate its property taxes if it wanted to raise tax rates (mill levies) on the rest of its taxpayers to make up the difference.

"I think being transparent with voters is really important," Bozeman School Superintendent Rob Watson said. "We set levies in August. It's important not to change it mid-year."

NorthWestern Corp. Transmission and Distribution is perennially the Bozeman School District's No. 1 taxpayer, with \$9.5 million in assessed property value in 2015. It owned property worth nine times more than the No. 2 taxpayer within the district, CenturyLink, according to the district's Comprehensive Annual Financial Report.

"I feel really good about it," Waterman said of the decision not to raise people's taxes. "It demonstrates we're in a strong financial position to absorb that, and we've made an effort to be transparent. It's not without risk."

The risk is that using up some money in reserves could affect the Bozeman School District's bond rating. If voters next year OK building a second high school, the district would sell bonds to pay for construction, expected to exceed \$50 million. The district's bond rating dictates how much interest it must pay on the debt.

By Montana law, school districts can put a maximum of 10 percent of their budgets in reserves. The high school district, with a \$16 million operating budget, has 10 percent in reserves and the Bozeman elementary district, with a \$30 million budget, has 9.35 percent in reserves.

Waterman said some other school districts opted to raise their tax rates. The Gallatin County treasurer's office did not have a list of which agencies are raising rates.

"It was a big deal to us, and to all local governments," Waterman said.

Watson said he felt a little disappointed that school officials had such a short time to decide what to do. He said school administrators sent an email to School Board trustees about the tax decision and will discuss it at the next board meeting, Nov. 14.

Gallatin County Treasurer Kim Buchanan said this week that property tax bills will be mailed out Nov. 11 this year, with a mid-December due date, or about two weeks later than usual. The NorthWestern settlement resulted in a \$300,000 drop in the county's overall tax revenue estimate.

Gail Schontzler

Gail Schontzler covers schools and Montana State University for the Chronicle.

Like this article? Become a subscriber.

Subscribers get full, survey-free access to the Bozeman Daily Chronicle's award-winning coverage both on our website and in our e-edition, a digital replica of the print edition.

[Subscribe](#)



MQEC is the “Constitutional Guardian” of Article X of the Montana State Constitution, working for public school students and their communities. We advocate for, pursue, and defend the need for adequate funding to provide quality education for each of Montana’s public school students.

Dear Travis,

On behalf of the MQEC Board of Directors, I invite Gallatin Gateway Elementary to consider membership with MQEC for the 2016-2017 school year. We focus specifically on school funding issues and your membership helps ensure continued success in our work.

SB 410 Litigation: This bill, passed in the 2015 session, provides a mechanism for private, non-religious schools to receive proceeds from tax scholarship organizations through a state tax credit. MQEC supports the Department of Revenue’s position that private religious schools should *not* receive these funds. In our role as Constitutional Guardians for Montana’s public school students, MQEC is actively pursuing involvement in the District Court case challenging this exclusion. Our mission is to ensure compliance with Article X, Section 6, and Article V, Section 11(5) of the Montana Constitution which prohibit aid to sectarian schools and prohibit appropriations to private purposes not under control of the state.

SB 410 litigation is critical to the future of public education funding in our state. If we do not successfully defend the constitutional prohibition of aiding sectarian schools, this could open the door for additional mechanisms that direct public funds to private educational purposes – any of which would be harmful to public education funding.

2017 Legislative Session: MQEC anticipates continued assaults against public education, particularly the Board of Public Education and local district policy, similar to those we saw in 2013 and 2015. We also expect persistent efforts to fund charter schools, tax credits, and vouchers with public funds at the expense of funds that would otherwise be committed to our public schools. We will continue our work to defend and strengthen the state’s commitment to quality public education in accordance with Article X of the Montana Constitution.

The educational community has worked successfully together over the past several years, finding substantial areas of common ground and presenting a united front in our lobbying efforts. MQEC’s voice is an essential component of that solidarity. In addition, our efforts during the 2017 Legislative Session are crucial for laying the necessary groundwork should future judicial action be necessary to safeguard adequate and equitable funding of our public schools.

Your membership in MQEC is important to our continued and collective success in providing quality public education for each child in Montana. Please consider supporting our efforts this year. I am happy to answer any questions or supply further information.

Sincerely,

Dianne M. Burke



PO Box 993
Helena MT 59624

Fiscal Year 2017 Membership Dues

Bill To:

Mr. Travis Anderson
Gallatin Gateway Elementary
PO Box 265
Gallatin Gateway, MT 59730

Date	Description	Amount
11/11/2016	MQEC Membership - Fiscal Year 2017	500.00

Amount Due: \$500.00

GALLATIN GATEWAY SCHOOL DISTRICT PURCHASING CARD POLICY & PROCEDURE MANUAL

Introduction

As part of our continuing effort to improve operations, Gallatin Gateway School has implemented the Purchasing Card Program (PCP). Purchasing Cards (**p-Cards**) will enable the School District to compliment the purchasing/payment process to streamline the District's purchasing needs ~~for small purchases.~~

A number of unique controls have been developed for the Purchasing Card Program that do not exist in a traditional credit card environment. These controls ensure that the card will be used only for official operations purchases and within specific dollar limits. In addition, documentation of all purchases is required by each Cardholder.

This ~~handbook~~ **manual** specifically governs the School District's Purchasing Card Program, and has been developed to better understand the program by providing step-by-step instructions on the use of the Purchasing Card. Cardholders should read, understand, and comply with the provisions of the manual. It describes cardholder responsibilities and outlines the process and procedures to facilitate secure, timely, and accurate purchasing transactions. One of the District's is to provide purchasing channels that empowers employees to make sure resource needs are met to deliver quality services to students while at the same time providing the necessary financial controls to safeguard the District.

The purchasing card enables cardholders to perform more effectively and focus on the value-added aspects of their jobs by:

- Reducing time needed to purchase and receive supplies
- Reducing paperwork (number of requisitions & purchase orders)
- Reducing supplier/vendor invoices
- Reducing invoicing problems
- Reducing the number of accounts payable checks issued

The Purchasing Card Program is NOT intended to circumvent or replace the standard purchasing procedures of the District. It is every employee's responsibility to be aware of and comply with the District's procedures on purchasing.

In brief, a purchasing card IS:

- Authority granted by the school district to specific employees for official school district use only
- Authorized for use with only certain categories of vendors and products/services
- A restricted use credit card

A purchasing card IS NOT:

- A means to avoid appropriate purchasing or payment procedures
- A card to access cash or credit
- A right of employment
- For personal use

This p-Card Procedure manual cannot anticipate every circumstance or question. As usage continues to grow, the District may revise, supplement, or rescind any policies or portion of this manual from time to time as deemed appropriate by the Superintendent, Business Manager, and/or Board.

The process of obtaining a card takes approximately two weeks after approval by the Gallatin Gateway School Board. The request will be required to sign the Purchasing Card User Agreement (see Appendix B) before the card will be distributed.

Purchasing Cards are issued in your name, but they are the property of Gallatin Gateway School District. Although the Purchasing Card is issued in your name, its use does not affect your personal credit in any way.

Purchasing Card has no annual fee. Gallatin Gateway School District will pay the bill in full each month within the time allotted by First Interstate Bank in order to avoid finance charges and/or late fees.

Code of Conduct

The Code of Conduct for Gallatin Gateway School Purchasing Card Program is designed to provide each cardholder with a set of guidelines and philosophy to follow regarding the use of the card.

Purchases

p-Card purchases should be made so that the organization gains the maximum value and quality for each purchase.

Supplier Gifts

Decline all personal supplier gifts offered.

p-Card Agreement

The issuance of a p-Card is strictly prohibited prior to receipt of a signed agreement from the employee. An employee must sign the p-Card agreement prior to receiving a p-Card.

Personal Use of p-Card

Only authorized district purchases may be completed with the p-Card and any personal purchases is strictly prohibited.

p-Card Security

The p-Card is the property of Gallatin Gateway School and as such should be retained in a secure location. An employee may use the p-Card when traveling on behalf of Gallatin Gateway School; otherwise, it should not be retained in the employee's purse or billfold. This practice reduces the possibility of the p-Card being lost or stolen. Cardholders are encouraged to check their p-Cards in/out from Business Office as needed.

Authorization

Only the individual to whom the card is issued is authorized to use it. Delegating the use of the p-Card to another individual is strictly prohibited.

Supplier Disagreements

If a disagreement occurs with a supplier, the cardholder should make every effort to reach a reasonable and equitable settlement to the dispute. If it is not possible to settle the disagreement

under reasonable circumstances, then the cardholder should submit the dispute to the p-card administrator using the Statement of Dispute Form.

Negotiations

Each cardholder is required to conduct themselves in a good faith manner when negotiating with suppliers. Any intentional misrepresentation is strictly prohibited.

District Policies

Adhere to District policy as it relates to the p-Card program.

Documentation

All purchases using the p-Card program must be properly documented for district purposes. Any altered or forged documentation is strictly prohibited.

Purchase Restrictions

The purchase of products, services, or commodities on the prohibited transaction list noted in the p-Card Procedure Manual is strictly prohibited. Cardholders should check with the Superintendent or Business Manager with questions about whether a charge is valid under the p-Card program.

Purchase Limits

Each card will have a purchase limit assigned by the Superintendent. Any requests to change the purchase limit must be approved by the Superintendent.

Guidelines for Usage

The Purchasing Card is a supplement to the School District's existing purchasing system. The use of the Purchasing Card does not relieve the cardholder from complying with School District regulations, policies, and procedures.

Cardholder Duties and Responsibilities:

1. **Cardholders must obtain an itemized receipt for EVERY purchase.**
2. Cardholders are responsible for ensuring cards are maintained in a secure location.
3. Cardholders are responsible for reporting any fraudulent use or misapplication of the card immediately to Gallatin Gateway School District.
4. Cardholders are responsible for immediately ~~investigations~~ **investigating** any disputed charges and invoking the disputed charge procedures when necessary.
5. ~~Cardholders are responsible for immediately notifying First Interstate Bank and Gallatin Gateway School District.~~
6. ~~Cardholders are accountable and responsible for their purchasing card.~~
7. ~~Cardholders are responsible for ensuring the appropriate person signs for purchasing card purchases.~~
8. ~~Cardholders are accountable for the **physical receipt** of the merchandise.~~
9. ~~In case of returns, cardholders are responsible for coordinating returns directly with the supplier.~~
10. ~~The purchasing card is to be use **for School District business only. No personal use**~~
11. Cardholders **must submit a purchase order to the Superintendent for approval** ~~must verify that sufficient budget authority is available~~ **prior** to making purchases **to ensure sufficient budget authority is available.**

Purchasing Guidelines and Limits

Gallatin Gateway School only allows certain purchases to be made using the p-Card. All purchases must be made in compliance with our purchasing policies and the guidelines set forth in this manual. Any violation will result in disciplinary action that may include termination of employment. Only the authorized card holder may use the p-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated credit limit. Intentional circumvention of these limits is strictly prohibited.

Allowable Purchases with the p-Card

- General supplies
- Travel/lodging/meals- as permitted by District Policy
- Dues for associations as approved by the Superintendent
- Subscriptions for District purposes only
- Computer hardware and software
- Meeting/convention enrollment or registration fees
- Maintenance contracts
- Other District expenses as approved by the Superintendent

Restricted Prohibited Purchases on Your with the Purchasing p-Card

Individual Purchasing Cards have been “blocked” against use with certain non-business-related establishments. This has been done by denying approval on certain Merchant Category Codes (MCCs). If you attempt to use your Purchasing Card for unauthorized purchases, the transaction will be declined at the point of sale.

The purchasing card may not be used for ~~t~~The following are examples of items that have been blocked on all purchasing cards and/or are not to be purchased with the Purchasing Card transactions:

Blocked Transactions:

- Cash Advances, wire transfers, or money orders
- Liquor, alcoholic beverages, drugs, or pharmaceuticals
- Bars
- Casinos/gambling
- Tobacco products
- Adult Entertainment
- Insurance
- Donations
- Parking tickets or other traffic violations
- Personal Items
- Medical and/or attorney’s fees
- Gift Certificates without prior approval

- Fuel for personal vehicle (employees should submit mileage reimbursement to Business Office)

Prohibited Purchases:

- ~~Personal Items~~
- ~~Unbudgeted goods, supplies, services, or fixed assets~~
- ~~Gift Certificates without prior approval~~
- ~~Gifts~~
- ~~Services where a potential liability may exist and requires insurance and/or bonds~~
- ~~Do not use “pay at the pump” —***Must have a signature on the receipt***~~

~~All Gallatin Gateway School District Purchasing Cards are restricted for the above listed purchases.~~

~~*** Use of your the Purchasing Card for any of the prohibited transactions personal purchases, cash advances or cash refunds is strictly prohibited and may result in disciplinary action, up to and including termination, as per Gallatin Gateway Policy #5255***~~

Lost or Stolen Purchasing Card

~~In the event you a purchasing card is lost or stolen, you (the cardholder) must notify First Interstate Bank the bank and Gallatin Gateway School District p-Card Administrator IMMEDIATELY! The cardholder should also complete the Account Maintenance Form documenting the card was lost or stolen and the date that it was noticed missing. Upon notification, the card will be suspended immediately and any charges posted to the account after the “missing date” will be denied. A new card will be issued upon completion of an application and indicate that the card is a replacement. After the application is received by the p-Card Administrator it will take approximately two (2) business days to reissue a replacement card. Representatives of First Interstate Bank are available 24 hours a day. First Interstate Bank will replace lost or stolen cards with fifteen (15) days after notification of the loss.~~

First Interstate Bank Call: 1-800-292-2862

Bank Information:

BMO/Harris Bank: 1-800-361-3361

p-Card Administrator:

Carrie Fisher, District Clerk/Business Manager

406-763-4415 ext. 36

fisher@gallatingatewayschool.com

~~(Tell the representative the call is regarding a Purchasing Card. Always obtain the name of the First Interstate Bank Representative to whom you reported the lost or stolen card and the date and time the call was made.)~~

Liability

~~The Gallatin Gateway School district is financially liable for the card in the event it is lost or stolen and is subsequently used. When the loss is reported promptly, the liability is \$50 per card. However, once you have~~

notified First Interstate Bank that your card is lost or stolen, Gallatin Gateway School is no longer liable for any purchases made with the card.

Card Cancellation

Upon leaving employment with Gallatin Gateway School District, immediately notify and return your Purchasing Card to Gallatin Gateway School District.

Loaning Out Purchasing Card

If permission is given to use your account information and/or actual purchase card on an ongoing basis, those individuals must read this policy and procedure manual and sign the Authorization Form (Appendix D), using the first day of use as the check-out date and leaving the check-in date open until such time that the individual is no longer authorized to use your card.

In the event that you choose to loan your Purchasing Card to another Gallatin Gateway School District employee on a temporary basis (i.e. for travel purchases), you must have that employee read this policy and procedure manual and sign the Authorization Form (Appendix D). This document holds the individual borrowing your card legally responsible for any and all purchases made while in their possession. Failing to have this signed document leaves the cardholder responsible for any and all charges.

Recordkeeping & Reconciliation

The cardholder is responsible for maintaining adequate receipts for goods and services purchased with the p-Card. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include sales receipts, packing lists (if applicable) and credit card transaction receipts. Each cardholder must complete a Monthly Summary form for all purchases. The Monthly Summary Form must be reconciled to the monthly account statement each month and submitted to the Superintendent. Any incorrect charges, duplicate transactions, or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the reconciliation, the cardholder must sign the Monthly Summary Form documenting their agreement with the transactions appearing on their account statement.

Reconciling

- Cross Reference each transaction documented on the Monthly Summary Form to the month end account statement.
- Verify amounts charged
- Verify payment prior period balance
- Notify the Business Manager immediately for any un-posted payments from the prior month's cycle resulting in late fees to the account
- Attach the Monthly Summary Form to the account statement along with purchase receipts and documentation

Examples of Receipts or Documentation

- Cash register receipt

- Car rental receipt showing date in and out
- Airline itinerary and sales receipt (if an electronic “e-ticket” attach the boarding pass document)
- Itemized hotel bills
- Itemized receipts from restaurants

Missing receipts

- If the cardholder is missing receipts, the cardholder must submit a Lost Receipt/Documentation Form documenting the pertinent transaction information. This document must be reviewed and approved by the Superintendent.

Billing & Payment

Gallatin Gateway School receives a single account statement from its p-Card bank administrator on the 5th of each month. The Business Manager must receive each cardholder’s reconciled account statement by the 10th of each month with the appropriate approvals and documentation. Any account statements deficient of the proper approvals and documentation will be returned to the cardholder to be resubmitted appropriately. If a cardholder is consistently delinquent in submitting their reconciled account statement to the Business Manager and Superintendent may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

Disputed Transactions

At times there might be disputed transactions appearing on a cardholder’s account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. When this occurs, the cardholder must complete a Disputed Statement Form documenting the reason for the disputed item and other transaction details. The cardholder must submit the form directly to the bank and should also notify the vendor of the discrepancy. The cardholder is responsible for resolving the disputed item with the vendor.

- If a vendor does not issue a credit for a returned item within 30 days of the return, cardholder must also complete the Dispute Statement Form as notification to both the bank and the vendor. Any disputes that cannot be resolved by the cardholder directly with the vendor may contact the bank for assistance.

Contact Information

Telephone: 1-866-418-8154

- The bank must be notified of all disputed transactions within 30 days of the statement date.
- NOTE ON RETURNED ITEMS: Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item
- Key dates: 1) Cardholder has 30 days from statement date to notify the Bank of the dispute; and 2) Cardholder has 30 days from the date of the returned merchandise to begin the dispute process.

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.

Special Work Session:

Annual Board Orientation and Training and Strategic Plan Review

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
Review handbook revisions

September

Special Work Session:

Inspect facility/playground

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:

Annual review of Safety Plan

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

GALLATIN GATEWAY SCHOOL SUPERINTENDENT SUMMATIVE EVALUATION FORM

- The Summative Evaluation Form provides written feedback about the performance of the superintendent related to five domains established by the Board of Trustees of Gallatin Gateway School.
- The Summative Evaluation Form is a written record of the conversations which took place during the Formal Evaluation Meeting.
- The Summative Evaluation Form includes the evaluator ratings of superintendent performance on each domain of the evaluation tool, and an overall rating of superintendent performance.

Evaluation Process

1. Superintendent's Formal Evaluation will be conducted during a special meeting in January each year, and prior to February 1
2. Each Board member will receive individual forms to complete two weeks prior to Superintendent's evaluation meeting.
3. During the special board meeting the Board will discuss the evaluation with the Superintendent during closed session and a final overall performance form will be attached to the minutes of the meeting and made available to the public upon request.

Description of Four Ratings

Unsatisfactory - Little or no knowledge and minimal implementation of leadership standards. Does not meet minimal leadership standards and needs substantial improvement.

Developing - Evidence of novice performance; fundamental knowledge and implementation of leadership standards. Integration of leadership standards is inconsistent. Superintendent is making progress towards proficiency.

Proficient - Evidence of solid performance; strong knowledge, implementation, and integration of leadership standards; clear evidence of proficiency and skill in the domain/component.

Exemplary - Evidence of exceptional performance; outstanding knowledge, implementation, and integration of leadership standards along with evidence of leadership initiative and willingness to model and/or serve as a mentor for colleagues.

**SUPERINTENDENT
SUMMATIVE EVALUATION FORM**

Superintendent School Year
School Date

DOMAIN ONE: VISION AND GOALS

Gallatin Gateway School's Superintendent:

- In collaboration with others, such as the school and/or district improvement team or board, uses multiple sources of information and assists in analyzing data to establish rigorous and concrete school and/or district improvement goals in the context of student achievement and instructional programs.
- Provides leadership for major initiatives and change efforts relative to the school and/or district improvement goals. Is committed to doing the work required for continuous school and district improvement.
- Promotes high expectations for teaching and learning. Is committed to ensuring that all students have the knowledge and skills necessary to become successful in future educational activities.
- Communicates effectively to appropriate stakeholders about progress toward meeting the school and/or district improvement plan goals. Participates in a process to regularly monitor, evaluate and revise school and/or district improvement goals.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory Developing Proficient Exemplary

DOMAIN TWO: CULTURE OF LEARNING

Gallatin Gateway School's Superintendent:

- Provides leadership for assessing, developing, and improving the school and/or district culture and instructional program that is conducive to student learning. Articulates the desired school and/or district instructional program and shows evidence about how he or she reinforces the instructional program and culture.
- Participates in monitoring and evaluating the effectiveness of the curriculum, instruction, or assessment of students. Evaluates staff and provides ongoing coaching for improvement. Uses a variety of sources of information to make decisions.
- Helps to ensure that staff has professional growth opportunities that enhance staff's performance and improve student learning. Is accessible and approachable by staff, families, and community and is visible in the school and/or district community. Supports the use of technology as appropriate in teaching and learning.
- Systematically and fairly recognizes accomplishments of staff and students toward a positive school and/or district culture. Uses and analyzes data to instill the importance of continually developing programs and strategies to enhance opportunities for learning.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

DOMAIN THREE: MANAGEMENT

Gallatin Gateway School's Superintendent:

- Addresses and resolves issues as they arise, in a timely manner, and works to prevent potential problems. Operational procedures are designed and managed to maximize opportunities for learning for all students.
- Manages fiscal and physical resources responsibly, efficiently, and effectively. Protects instructional time by managing operational procedures to maximize learning. Efficiently manages his or her time so that teaching and learning are a high priority.
- Complies with federal and state law and district policies. School and/or district contractual agreements are effectively managed. Maintains confidentiality and privacy of school and/or district records, including student and staff information.
- Works to ensure a safe and secure school and/or district environment and a culture that is conducive to teaching and learning. Challenges that could potentially interrupt teaching and learning are addressed and resolved.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES

Gallatin Gateway School's Superintendent:

- Fosters and maintains positive professional relationships with staff. Is respectful of others' opinions and demonstrates an appreciation for and sensitivity to diversity in the school and/or district community.
- Collaboratively works to establish a culture that encourages and welcomes families and community members and seeks ways in which to engage families and community members in student learning.
- Is fair and consistent when dealing with students and staff. Demonstrates values, beliefs, and attitudes that inspire all students and staff to higher levels of performance.
- Chooses and participates in professional growth that is aligned with his or her professional needs or aligned with the needs of the school and/or district.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

DOMAIN FIVE: AGENT OF THE BOARD OF TRUSTEES

Gallatin Gateway School's Superintendent:

- Serves as CEO of the Board of Trustees by maintaining communication and an effective working relationship, making sound recommendations for board action, and by carrying out board policies.
- Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.
- Oversees financial management of the District, proposes budget item priorities and long-range financial needs, and manages expenditures within the approved budget.
- Oversees facility management and planning for future facility needs.
- Manages the supervisory responsibilities of Title I, Transportation, Food Service, Adult Education, Special Education, Homeless Liaison, 504 Compliance, and Athletics.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH:

Unsatisfactory

Developing

Proficient

Exemplary

**SUPERINTENDENT
SUMMATIVE EVALUATION FORM**

SUMMATIVE EVALUATION RATING

Unsatisfactory **Developing** **Proficient** **Exemplary**

IMPROVEMENT PLAN REQUIRED FOR:

DOMAIN ONE

DOMAIN TWO

**SUPERINTENDENT
SUMMATIVE EVALUATION FORM**

DOMAIN THREE

DOMAIN FOUR

DOMAIN FIVE

The superintendent and evaluator sign the Summative Evaluation Form to indicate that it was reviewed and discussed, not that the superintendent necessarily agrees with comments on this form.

Superintendent

Date

Board Chair

Date

Gallatin Gateway School
SUPERINTENDENT EVALUATION
Overall Performance Summary

School Board Members:

Donna Shockley, Chair _____
Lyn Morton, Vice-Chair _____
Julie Fleury, Trustee _____
Christie Francis, Trustee _____
Aaron Schwieterman, Trustee _____

Review Period: January 2016- December 2016

The superintendent's overall performance for the review period:

DOMAIN ONE: VISION AND GOALS

_____Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN TWO: CULTURE OF LEARNING

_____Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN THREE: MANAGEMENT

_____Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES

_____Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN FIVE: AGENT OF THE BOARD OF TRUSTEES

_____Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

Superintendent	<input type="text"/>	Date	<input type="text"/>
Board Chair	<input type="text"/>	Date	<input type="text"/>

Description of Four Ratings

Unsatisfactory - Little or no knowledge and minimal implementation of leadership standards. Does not meet minimal leadership standards and needs substantial improvement.

Developing - Evidence of novice performance; fundamental knowledge and implementation of leadership standards. Integration of leadership standards is inconsistent. Superintendent is making progress towards proficiency.

Proficient - Evidence of solid performance; strong knowledge, implementation, and integration of leadership standards; clear evidence of proficiency and skill in the domain/component.

Exemplary - Evidence of exceptional performance; outstanding knowledge, implementation, and integration of leadership standards along with evidence of leadership initiative and willingness to model and/or serve as a mentor for colleagues.

**GALLATIN GATEWAY SCHOOL
DISTRICT SUPERINTENDENT
SELF EVALUATION**

- 1. Accomplishments and Goals Achieved since prior evaluation:**
- 2. Based on the Five Domains outlined in the evaluation tool, what are my strengths?**
- 3. Based on the Five Domains outlined in the evaluation tool, where would I like to improve?**
- 4. Vision and Goals for the next year:**
- 5. Recommendations to the Board:**