

January Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, January 17, 2018 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

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

Student Achievement Report: Mrs. Matthews- Expedition Yellowstone

Consent Agenda

Minutes: December 18, 2017- regular meeting; January 3, 2018- special committee meeting; January 12, 2018- special meeting; January 15, 2018- special meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire: Wrestling Coach; Hire: Certified/Classified Substitutes; **Other:** Trustee Resolution Calling for Election

Committee Reports

Labor Management Committee

Superintendent's Report

Business Manager Presentation- Retirement Fund Overview and Summary

Old Business

Strategic Planning Update

New Business

Action Items:

Natural Gas Purchase Agreement Amendment- Commercial Energy

Acknowledge Letter from Gallatin County Rural School Education Association (MEA-MFT)

Set Date for Business Manager Evaluation

Business Manager Training:

MTSBA HR Symposium- Feb 21 (Helena)

MASBO Regional Meeting- April 24 (Fairmont)

Board Trustee Training- MTSBA HR Symposium- Feb 21 (Helena)

Discussion Items:

Board Self-Evaluation

Looking Ahead: What's coming up for GGS

- 2018 Annual School Election Timeline

Next Meetings:

Special Meeting- Wednesday, January 31, 2018 @ 3:30pm (strategic planning)

Regular Meeting – Wednesday, February 21, 2018 @ 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 #1441- Audience Participation

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
Article II, Section 10, Montana Constitution – Right of privacy
§§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

“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 Wednesday, January 17, 2018 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 6:05pm.

TRUSTEES PRESENT

Donna Shockley, Board Chair; Aaron Schwieterman, Board Vice-Chair; Julie Fleury, Christie Francis and Lessa Racow

TRUSTEES ABSENT

None

STAFF PRESENT

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; and Elizabeth Matthews, Teacher

OTHERS PRESENT

Dick Shockley, Cory Taylor, Lyn Morton, and Kaycee Taylor (student)

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

STUDENT ACHIEVEMENT

Mrs. Matthews provided information regarding the weeklong 6th grade Expedition Yellowstone Trip. She explained how the trip is planned and the activities students participated in throughout the week. Kaycee Taylor explained her favorite parts of the trip from the student's perspective and noted that the students helped prepare and clean up meals.

CONSENT AGENDA

Motion: Vice Chair Aaron Schweiterman to approve minutes from December 18, 2017- regular meeting; January 3, 2018- special committee meeting; January 12, 2018- special meeting; and January 15, 2018- special meeting; approve claim warrants- #35529-#35550; electronic claims (-99939 - -99944); payroll warrants #75346-75352; and direct deposits -89299-89327 (VOIDS: None); General Fund Operational Budget by Object Code Report as of January 15, 2018; Cash Reconciliation report as of November 30, 2017; Extra Curricular Expenditure and reconciliation Reports as of December 31, 2017- balance of \$17,693.33; Hire: to hire Wyatt Rabel as Head Wrestling Coach for \$1200/season beginning February 5, 2018 and ends not later

than March 17, 2018; and Hire: Certified/Classified Substitutes- Bus Driver: Maxine Daniel, Gary Jones; Kitchen/Food Service- Stacey Webb (Roscoe), Connie Evenson; Teachers/Aidee/Other- Audriana Baker, Shelly Berezay, April Bettilyon, Cynthia Corliss, Kate Cottingham, Sonja Davis, Julie Dobbins, Jason Fischer, Dianne Fowler, Connie Evenson, Jonathan Gans, Kevin Germann, Jennifer Gilbert, Kalli Hendrickson, Wendy Hourigan, Kris Keller, Spencer Kirkemo, Jeff Krogstad, Rebecca Lieurance, Mikaela Maddock, Heidi Maus, Kelly McCloy, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Laura Quigley-Stephanik, Tonya Scott, Mariela Spinner, Nicorie Steinpfad, Barry Sulam, Brandon Tyrrell; Office/Clerical- Connie Evenson. Other: adopt Trustee Resolution Calling for Election.

Seconded: Trustee Christie Francis

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

COMMITTEE REPORTS

Labor Management Committee

Vice Chair Aaron Schwieterman provided the Board and community present with a summary of the discussions from the recent Labor Management Committee including , but not limited to: 1) Technology Coordinator effectiveness; 2) Mentoring Program; 3) Communication- access to Superintendent Calendar and Superintendent Classroom visits; 4) Climate and Culture- caring for the caregiver and OSAS survey results; 5) School Calendar and Lengthening School Day; 6) Adding classified staff member to committee, and 7) Standardized Testing.

SUPERINTENDENT'S REPORT

Superintendent Anderson provided the Board with information on the following: 1) Enrollment summary- 156 as of January 12, 2018; 2) Upcoming Board Training Opportunities; 3) Kitchen Prep Sink Leak Repairs; 4) Kitchen Roof Leak Repairs; 5) Sewer System Update; 6) Bathroom Floor Drains; 7) Teacher Mentoring Program; 8) MTSS Leadership Team Update; 9) BHS Transition Meeting; 10) Ski Day- Feb 5; 11) OPI Assessment Conference- Feb 8 & 9; 12) Spaghetti Supper- Feb 10; 13) Art Mobile- Feb 28; 14) KBZK Once Class at a Time- Jan 29; 15) Holiday Food Drive; 16) Bozeman High School Rural Registration Night- Feb 26; 17) State Boiler Inspector visit- Jan 22; 18) Holiday Fundraiser- Ugly Sweater Day- \$30 to Heart of Valley Animal Shelter; and 19) MTSS Leadership Team Meeting- Jan 29- half day.

BUSINESS MANAGER PRESENTATION

Retirement Fund Overview and Summary

Business Manager Carrie Fisher presented the Board with information regarding the Retirement Fund and how the fund is used within the District.

OLD BUSINESS

Strategic Planning Update

Board Chair Donna Shockley explained that Debra Silk has planned an initial strategic planning meeting with the administrative team for January 31, 2018 from 3:30-6:30pm. She reviewed a sample survey with the Board and explained that Debra Silk would like the Board to consider whether they would like to conduct a community survey. She explained that she will add this as an action item on February's regular meeting agenda.

NEW BUSINESS

Natural Gas Purchase Agreement Amendment- Commercial Energy

Motion: Trustee Christie Francis to approve the natural gas purchase agreement amendment with commercial energy for a one year fixed price of \$2.75/dkt beginning Feb 1, 2018 through January 31, 2019.
Seconded: Vice Chair Aaron Schwieterman
Public Comment: None
For: Fleury, Francis, Racow, Shockley, Schwieterman
Opposed: None
Motion passed unanimously

Acknowledge Letter from Gallatin County Rural School Education Association (MEA-MFT)

The Board acknowledged a letter from the Gallatin County Rural School Education Association to inform the Board of its intent to commence contract negotiations. The letter noted that the association will have the following members on the bargaining team: Mike Coon, Elizabeth Matthews, and Neal Krogstad. Board Chair Donna Shockley and Vice Chair Aaron Schwieterman will be bargaining on behalf of the District and will communicate with the association to establish dates/times for IBB negotiation sessions.

Business Manager Training- MTSBA HR Symposium- February 21 (Helena) & MASBO Regional Meeting- April 24 (Fairmont)

Motion: Trustee Christie Francis to approve the Business Manager to attend the MTSBA HR Symposium workshop in Helena February 21 and the MASBO Regional meeting in Fairmont April 24.
Seconded: Vice Chair Aaron Schwieterman
Public Comment: None
For: Fleury, Francis, Racow, Shockley, Schwieterman
Opposed: None
Motion passed unanimously

Board Trustee Training- MTSBA HR Symposium- Feb 21 (Helena)

Motion: Trustee Christie Francis to approve all Trustee's who are able to attend the MTSBA HR Symposium workshop in Helena February 21.
Seconded: Vice Chair Aaron Schwieterman
Public Comment: None
For: Fleury, Francis, Racow, Shockley, Schwieterman
Opposed: None
Motion passed unanimously

Trustees who are able to attend will contact Carrie Fisher, District Clerk and she will register them for the workshop.

Discussion: Board Self-Evaluation

The Board discussed the Board Self-Evaluation tools and agreed that it would be useful to complete an annual self-evaluation. The Board consensus was to hold a special work session to discuss the self-evaluations. At this time, the Board will complete the MTSBA Board Teamwork Self-Assessment form and return to Carrie Fisher, District Clerk by February 1st. Compiled results will be added to the February regular meeting board packets. The Board Performance Assessment will be completed at later time and discussed during the special work session.

Looking Ahead: What's coming up for GGS

2018 Annual Election Calendar

Carrie Fisher, District Clerk reviewed the 2018 Annual Election Calendar with the Board. She explained that there is a county wide clerk meeting to discuss the election process on January 31 and if anything changes or needs to be updated from the calendar provided at this meeting she will notify the Board.

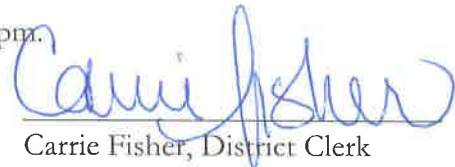
Next Meetings:

- Special Meeting- Wednesday, January 31, 2018 at 3:30pm (strategic planning)
- Regular Meeting- Wednesday, February 21, 2018 at 6pm

ADJOURNMENT

Board Chair Donna Shockley adjourned the meeting at 8:30pm.


Donna Shockley, Board Chair


Carrie Fisher, District Clerk

Regular Meeting

January 17, 2018

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Dick Shockley	Dick Shockley
2. Lyn Morton	Lyn Morton
3. Elizabeth Matthews	Elizabeth Matthews
4. Cory Taylor	Cory Taylor
5. Kaycee Taylor	
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**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

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 Chair 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: January 17, 2018

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
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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: January 15, 2018

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#35529-35550

Electronic Payment:
-99939 - -99944

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

Payroll Warrant #'s:
#75346-75352

Direct Deposits/ACH #'s:
-89299 - -89327

Voided Payroll Warrant #'s:
None

Thank you.

01/15/18
14:36:57

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 1/18

Page: 1 of 1
Report ID: W100X

Claims

Accounts Payable

Check					Date	
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
-99944	E	1305 BMO MASTERCARD	1226.53	1/18	01/17/18	
-99943	E	1305 BMO MASTERCARD	2465.94	1/18	01/17/18	
-99942	E	1305 BMO MASTERCARD	357.92	1/18	01/17/18	
-99941	E	1305 BMO MASTERCARD	22.98	1/18	01/17/18	
-99940	E	1305 BMO MASTERCARD	517.43	1/18	01/17/18	
-99939	E	1305 BMO MASTERCARD	1463.25	1/18	01/17/18	
35529	SC	43 ALSCO-AMERICAN LINEN DIVISION	347.82	1/18	01/17/18	
35530	SC	132 BLACK MOUNTAIN SOFTWARE	6853.00	1/18	01/17/18	
35531	SC	262 COMMERCIAL ENERGY OF MONTANA INC	721.49	1/18	01/17/18	
35532	SC	279 COSTCO	308.74	1/18	01/17/18	
35533	SC	281 COSTCO WHOLESALE MEMBERSHIP	64.99	1/18	01/17/18	
35534	SC	1330 DENNING, DOWNEY & ASSOCIATES CPA'	2344.00	1/18	01/17/18	
35535	SC	370 ELITE COMMERCIAL CLEANERS INC.	2880.00	1/18	01/17/18	
35536	SC	409 FIRE SUPPRESSION SYSTEM INC	480.00	1/18	01/17/18	
35537	SC	420 FOOD SERVICES OF AMERICA	2787.35	1/18	01/17/18	
35538	SC	431 GALLATIN CO. SUPERINTENDENT OF SC	42.51	1/18	01/17/18	
35539	SC	439 GALLATIN GATEWAY SCHOOL	9.90	1/18	01/17/18	
35540	SC	545 HOUSE OF CLEAN	476.20	1/18	01/17/18	
35541	SC	577 J&H INC	338.74	1/18	01/17/18	
35542	SC	643 LAST BEST PLACE LANDSCAPING, INC	1910.00	1/18	01/17/18	
35543	SC	686 MASBO	80.00	1/18	01/17/18	
35544	SC	1303 NEOPOST USA INC	83.25	1/18	01/17/18	
35545	SC	856 NORTHWESTERN ENERGY	3127.83	1/18	01/17/18	
35546	SC	982 ROTO-ROOTER	100.00	1/18	01/17/18	
35547	SC	1110 SYSCO FOOD SERVICES OF MT	1334.33	1/18	01/17/18	
35548	SC	1131 THE CARRIAGE HOUSE CAR WASH	7.17	1/18	01/17/18	
35549	SC	1132 THE CHEMNET CONSORTIUM	100.00	1/18	01/17/18	
35550	SC	666 THOMAS, LORRIE	190.00	1/18	01/17/18	

Claims Total # of Checks: 28 Total: 30641.37

Grand Total # of Checks: 28 Total: 30641.37

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

01/15/18
14:36:32

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 1/18

Page: 2 of 7
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
-99942E	1305 BMO MASTERCARD					
	1005	357.92				
	E. CLARK PCARD TRANSACTIONS #4634					
	JAN 5, 2018 STATEMENT					
1	GUITAR CAPO	26.45				
			*	18-071	115	100-1000 610 194
	AMAZON.COM CREDIT SERVICES					
2	BOOMWHACKERS POWER PK	45.98*	18-071	115	100-1000	610 194
	AMAZON.COM CREDIT SERVICES					
3	CHART PAPER	20.78	18-072	101	100-1000	610
	SCHOOL ADMINISTRATORS OF MONTANA					
4	SHIPPING/HANDLING	9.95	18-072	101	100-1000	610
	SCHOOL ADMINISTRATORS OF MONTANA					
5	TOOL KIT- ORANGE	14.99	18-074	101	100-2600	610
	AMAZON.COM CREDIT SERVICES					
6	TOOL KIT- PINK	17.99	18-074	101	100-2600	610
	AMAZON.COM CREDIT SERVICES					
7	TOOL KIT- BLUE	14.87	18-074	101	100-2600	610
	AMAZON.COM CREDIT SERVICES					
8	SHIPPING/HANDLING	11.68	18-074	101	100-2600	610
	AMAZON.COM CREDIT SERVICES					
9	HEADPHONE PLUG EXTRACT TO	24.99	18-079	101	100-1000	610
	IFIXIT					
10	SHIPPING & HANDLING	5.00	18-079	101	100-1000	610
	IFIXIT					
11	STREP TEST KIT	152.73*	18-080	101	100-2131	610
	SCHOOL HEALTH CORPORATION					
12	SHIPPING/HANDLING	12.51*	18-080	101	100-2131	610
	SCHOOL HEALTH CORPORATION					
	Total Check:	357.92				
-99941E	1305 BMO MASTERCARD					
	1006	22.98				
	TRANSPORTATION PCARD TRANSACTIONS- #8639					
	JAN 5, 2018 STATEMENT					
1	CC-80 01/03/18 DIEELSE EXST FLD 2.5 GALLONS (2	20.00				
	NAPA AUTO PARTS					
2	CC-80 01/03/18 LAMP BULB (X2)	2.98				
	NAPA AUTO PARTS					
	Total Check:	22.98				

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 1/18

Page: 3 of 7
Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
-99940E	1305 BMO MASTERCARD							
	1007	517.43						
1	MY STATES POSTER REALLY GOOD STUFF	12.48	18-073	101		100-1000	610	
2	SHIPPING/HANDLING REALLY GOOD STUFF	4.95	18-073	101		100-1000	610	
3	311961 12/09/17 XMAS GIVING DONATION- 10 GC	500.00*		115		100-1000	610	102
	Total Check:	517.43						
-99939E	1305 BMO MASTERCARD							
	1008	1,463.25						
1	CC-82 11/28/17 MONTHLY GARBAGE SERVICE REPUBLIC SERVICES #886	480.34		101		625 CC Accounting: 101- -100-2600-431		
2	CC-82 11/28/17 MONTHLY GARBAGE SERVICE REPUBLIC SERVICES #886	10.92		117		625 CC Accounting: 117- -610-2600-431		
3	CC-82 11/28/17 MONTHLY GARBAGE SERVICE REPUBLIC SERVICES #886	54.59		110		625 CC Accounting: 110- -100-2600-431		
4	CC-82 12/11/17 WATER TESTS ENERGY LABORATORIES, INC.	21.00		101		625 CC Accounting: 101- -100-2600-421		
5	CC-82 12/11/17 WATER TESTS ENERGY LABORATORIES, INC.	1.40		117		625 CC Accounting: 117- -610-2600-421		
6	CC-82 11/07/17 WATER TESTS BRIDGER ANALYTICAL LAB, INC	27.00		101		625 CC Accounting: 101- -100-2600-421		
7	CC-82 11/07/17 WATER TESTS BRIDGER ANALYTICAL LAB, INC	1.00		117		625 CC Accounting: 117- -610-2600-421		
8	CC-82 01/01/18 INTERNET SERVICE MONTANA OPTICOM	375.00		101		625 CC Accounting: 101- -100-2300-530		
9	CC-82 01/01/18 INTERNET SERVICE MONTANA OPTICOM	112.50		117		625 CC Accounting: 117- -610-2300-530		
10	CC-82 01/01/18 INTERNET SERVICE MONTANA OPTICOM	150.00		128		625 CC Accounting: 128- -100-2300-530		
11	CC-82 01/01/18 INTERNET SERVICE MONTANA OPTICOM	112.50		110		625 CC Accounting: 110- -100-2300-530		
12	CC-82 12/31/17 BENEFITED LOT CHARGE GALLATIN GATEWAY WATER & SEWER DISTRICT	18.00		101		625 CC Accounting: 101- -100-2600-420		
13	CC-82 01/02/18 DROPBOX PRO RENEWAL DROPBOX INC	99.00		101		625 CC Accounting: 101- -100-2500-680		

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14:36:32

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 1/18

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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
		Total Check:	1,463.25			
35529S	43 ALSCO-AMERICAN LINEN DIVISION					
	979	197.47				
1	LBIL136684 01/08/18 LINENS,RUGS,MOPS, APRONS	29.86		101	100-2600	610
2	LBIL136684 01/08/18 LINENS,RUGS,MOPS, APRONS	3.98		110	100-2700	610
3	LBIL136684 01/08/18 LINENS,RUGS,MOPS, APRONS	15.93*		112	910-3100	610
4	LBIL136494 01/01/18 LINENS,RUGS,MOPS, APRONS	88.62		101	100-2600	610
5	LBIL136494 01/01/18 LINENS,RUGS,MOPS, APRONS	11.82		110	100-2700	610
6	LBIL136494 01/01/18 LINENS,RUGS,MOPS, APRONS	47.26*		112	910-3100	610
	1000	150.35				
1	LBIL136142 12/18/17 LINENS,MOPS,RUGS, APRONS	90.21		101	100-2600	610
2	LBIL136142 12/18/17 LINENS,MOPS,RUGS, APRONS	12.03		110	100-2700	610
3	LBIL136142 12/18/17 LINENS,MOPS,RUGS, APRONS	48.11*		112	910-3100	610
		Total Check:	347.82			
35530S	132 BLACK MOUNTAIN SOFTWARE					
	980	6,853.00				
1	23013 01/01/18 ANNUAL CLOUD HOSTING	2,516.00*		101	100-2500	680
2	23013 01/01/18 ANNUAL ACCOUNTING MAINTENANCE	1,489.00*		101	100-2500	680
3	23013 01/01/18 ANNUAL CREDIT CARD MANAGER	285.00*		101	100-2500	680
4	23013 01/01/18 ANNUAL CHECK SIGNER- ACCOUNTIN	25.00*		101	100-2500	680
5	23013 01/01/18 ANNUAL PO MAINTENANCE	301.00*		101	100-2500	680
6	23013 01/01/18 ANNUAL BUDGET PREP	595.00*		101	100-2500	680
7	23013 01/01/18 ANNUAL PAYROLL MAINTENANCE	1,087.00*		101	100-2500	680
8	23013 01/01/18 ANNUAL ACH/DIRECT DEPOSIT MAIN	100.00*		101	100-2500	680
9	23013 01/01/18 ANNUAL CHECK SIGNER- PAYROLL	25.00*		101	100-2500	680
10	23013 01/01/18 ANNUAL TIMECARDS MAINTENANCE	430.00*		101	100-2500	680
		Total Check:	6,853.00			
35531S	262 COMMERCIAL ENERGY OF MONTANA INC					
	1001	721.49				
1	NWE045565 01/19/18 GAS ON NEW SYSTEM	707.06		101	100-2600	411
2	NWE045565 01/19/18 GAS ON NEW SYSTEM	14.43		117	610-2600	411
		Total Check:	721.49			
35532S	279 COSTCO					
	995	308.74				
1	060772 11/10/17 SNACK CART SUPPLIES	195.88*		115	100-1000	610 112
2	028668 11/28/17 SUPPLIES- MSU BOBCAT GAME	22.95*		115	100-1000	610 110
3	036149 12/15/17 INSTRUCTIONAL- BATTERIES	32.98		101	100-1000	610
4	036149 12/15/17 SNACK CART SUPPLIES	56.93*		115	100-1000	610 112
		Total Check:	308.74			

01/15/18
14:36:32

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35533S	281 COSTCO WHOLESALE MEMBERSHIP					
	997	64.99				
1	12/31/17 ANNUAL MEMBERSHIP FEE	120.00*		101	100-2400	810
2	12/31/17 REWARD CERTIFICATE	-55.01*		101	100-2400	810
	Total Check:	64.99				
35534S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S					
	981	2,344.00				
1	12350 12/21/17 GASB #34 STATEMENTS	2,000.00		101	100-2300	331
2	12343 12/21/17 GASB #68 ADJUSTMENTS & DEP SCH	344.00		101	100-2300	331
	Total Check:	2,344.00				
35535S	370 ELITE COMMERCIAL CLEANERS INC.					
	982	2,880.00				
1	2198 01/01/18 CUSTODIAL SERVICE	2,246.40		101	100-2600	433
2	2198 01/01/18 CUSTODIAL SERVICE	576.00*		110	100-2600	433
3	2198 01/01/18 CUSTODIAL SERVICE	57.60		117	610-2600	433
	Total Check:	2,880.00				
35536S	409 FIRE SUPPRESSION SYSTEM INC					
	983	480.00				
1	84769 01/05/18 ANNUAL MONITORING FEE	480.00		101	100-2600	810
	Total Check:	480.00				
35537S	420 FOOD SERVICES OF AMERICA					
	984	2,787.35				
1	5454075 12/29/17 FOOD	255.11*		112	910-3100	630
2	5454075 12/29/17 FOOD- BREAKFAST EXPANSION	54.72*		112	910-3100	630
3	5457223 01/05/17 FOOD	369.36*		112	910-3100	630
4	5457223 01/05/17 SUPPLIES	20.78*		112	910-3100	610
5	5457223 01/05/17 FOOD- BREAKFAST EXPANSION	175.27*		112	910-3100	630
6	5454913 01/02/18 FOOD	360.31*		112	910-3100	630
7	5454913 01/02/18 SUPPLIES	65.90*		112	910-3100	610
8	5454913 01/02/18 FOOD-BREAKFAST EXPANSION	139.09*		112	910-3100	630
9	5449228 12/19/17 FOOD	120.57*		112	910-3100	630
10	5447713 12/15/17 FOOD	412.10*		112	910-3100	630
11	5447713 12/15/17 SUPPLIES	38.31*		112	910-3100	610
12	5447713 12/15/17 FOOD-BREAKFAST EXPANSION	28.42*		112	910-3100	630
13	5460832 01/12/18 FOOD	204.17*		112	910-3100	630
14	5458721 01/09/18 FOOD	543.24*		112	910-3100	630
	Total Check:	2,787.35				

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35538S	431 GALLATIN CO. SUPERINTENDENT OF					
985		42.51				
1	2018-26 12/27/17 BUDGET MEETING AD	42.51		101	100-2300	540
	Total Check:	42.51				
35539S	439 GALLATIN GATEWAY SCHOOL					
986		9.90				
1	01/05/18 MEALS- NEEDEY STUDENT	9.90*		115	100-1000	810 110
	Total Check:	9.90				
35540S	545 HOUSE OF CLEAN					
987		476.20				
1	201340 01/11/18 GLOVES- KITCHEN	476.20*		112	910-3100	610
	Total Check:	476.20				
35541S	577 J&H INC					
999		338.74				
1	519803 12/15/17 COPIER- OFFICE	316.11		101	100-2300	550
2	519804 12/15/17 COPIER- BUSINESS MANAGER	22.63		101	100-2500	550
	Total Check:	338.74				
35542S	643 LAST BEST PLACE LANDSCAPING, INC					
988		1,910.00				
1	17-01-431 01/01/18 SNOW REMOVAL- DEC 2017	1,432.50		101	100-2630	432
2	17-01-431 01/01/18 SNOW REMOVAL- DEC 2017	477.50		110	100-2630	432
	Total Check:	1,910.00				
35543S	686 MASBO					
996		80.00				
1	5337 12/19/17 BUDGET WORKSHOP- GT FLS- FISHE	80.00		101	100-2500	582
	Total Check:	80.00				
35544S	1303 NEOPOST USA INC					
989		83.25				
1	55404176 12/17/17 EQUIPMENT RENTAL	83.25		101	100-2300	532
	Total Check:	83.25				
35545S	856 NORTHWESTERN ENERGY					
990		3,127.83				
1	01/04/18 ELECTRIC SERVICE	1,169.80		101	100-2600	412
2	01/04/18 ELECTRIC SERVICE	299.95		110	100-2600	412
3	01/04/18 ELECTRIC SERVICE	29.99*		117	610-2600	412
4	01/04/18 POWER-LIGHTS	156.26		101	100-2600	410
5	01/04/18 POWER-LIGHTS	162.78		110	100-2600	410
6	01/04/18 POWER-LIGHTS	6.51*		117	610-2600	410
7	01/04/18 NATURAL GAS	1,276.49		101	100-2600	411
8	01/04/18 NATURAL GAS	26.05		117	610-2600	411
	Total Check:	3,127.83				

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 1/18

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Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35546S	982 ROTO-ROOTER					
	991	100.00				
1	66028 12/21/17 SERVICE CALL- FLOOR DRAINS	100.00*		101	100-2600	440
		Total Check:				
		100.00				
35547S	1110 SYSCO FOOD SERVICES OF MT					
	992	1,334.33				
1	143557949 12/15/17 FOOD	133.55*		112	910-3100	630
2	143557949 12/15/17 FOOD	311.63*		112	910-3100	630
3	143557949 12/15/17 FOOD-BREAKFAST EXPANSION	89.36*		112	910-3100	630
4	143575271 01/02/18 FOOD	71.23*		112	910-3100	630
5	143575271 01/02/18 FOOD	166.20*		112	910-3100	630
6	143575271 01/02/18 FOOD-BREAKFAST EXPANSION	67.53*		112	910-3100	630
7	143583169 01/05/18 FOOD	106.87*		112	910-3100	630
8	143583169 01/05/18 FOOD	249.36*		112	910-3100	630
9	143583169 01/05/18 FOOD- BREAKFAST EXPANSION	138.60*		112	910-3100	630
		Total Check:				
		1,334.33				
35548S	1131 THE CARRIAGE HOUSE CAR WASH					
	993	7.17				
1	3035 12/31/17 BUS- CAR WASH (X1)	7.17*		110	100-2700	440
		Total Check:				
		7.17				
35549S	1132 THE CHEMNET CONSORTIUM					
	1002	100.00				
1	94360 01/05/18 ANNUAL - RANDOM SAMPLING	100.00		110	100-2700	330
		Total Check:				
		100.00				
35550S	666 THOMAS, LORRIE					
	994	190.00				
1	01/01/18 BACTERIOLOGICAL- JAN 2018	98.00		101	100-2600	421
2	01/01/18 BACTERIOLOGICAL- JAN 2018	2.00		117	610-2600	421
3	01/01/18 CHEMICAL TESTING- JAN 2018	88.20		101	100-2600	421
4	01/01/18 CHEMICAL TESTING- JAN 2018	1.80		117	610-2600	421
		Total Check:				
		190.00				
	# of Claims	29				
	Total:	30,641.37				

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 18

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	38,653.91	192,726.87	463,847.00	463,847.00	271,120.13	41 %
117 AIDES	796.70	11,063.44	43,721.00	43,721.00	32,657.56	25 %
122 SUBSTITUTE TEACHERS	255.00	2,252.50	8,000.00	8,000.00	5,747.50	28 %
150 STIPEND	27.27	1,884.08	2,805.00	2,805.00	920.92	67 %
190 LEAVE - PAY	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
250 WORKERS' COMPENSATION	213.60	1,189.22	2,738.00	2,738.00	1,548.78	43 %
260 HEALTH INS	6,281.51	32,363.08	79,122.00	79,122.00	46,758.92	40 %
330 OTHER PROFESSIONAL SERVICES	0.00	3,500.00	3,500.00	3,500.00	0.00	100 %
540 ADVERTISING	0.00	405.18	750.00	750.00	344.82	54 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	120.00	255.36	2,350.00	2,350.00	2,094.64	10 %
610 SUPPLIES	111.13	6,139.48	20,000.00	20,000.00	13,860.52	30 %
640 BOOKS	0.00	350.10	6,000.00	6,000.00	5,649.90	5 %
650 PERIODICALS	0.00	362.62	700.00	700.00	337.38	51 %
660 MINOR EQUIPMENT	0.00	4,181.54	4,000.00	4,000.00	-181.54	104 %
680 COMPUTER SOFTWARE	0.00	6,875.00	7,000.00	7,000.00	125.00	98 %
682 SUPPLIES- TECHNOLOGY	0.00	525.44	1,500.00	1,500.00	974.56	35 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	2,245.20	5,500.00	5,500.00	3,254.80	40 %
810 DUES AND FEES	0.00	0.00	75.00	75.00	75.00	0 %
Function Total:	46,459.12	266,319.11	671,608.00	671,608.00	405,288.89	39 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	252.00	1,050.00	5,461.00	5,461.00	4,411.00	19 %
250 WORKERS' COMPENSATION	1.94	7.79	37.00	37.00	29.21	21 %
260 HEALTH INS	25.75	141.37	313.00	313.00	171.63	45 %
610 SUPPLIES	0.00	100.00	175.00	175.00	75.00	57 %
Function Total:	279.69	1,299.16	5,986.00	5,986.00	4,686.84	21 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	100.00	100.00	100.00	0.00	100 %
Function Total:	0.00	100.00	100.00	100.00	0.00	100 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	1,979.25	9,896.25	23,751.00	23,751.00	13,854.75	41 %
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
250 WORKERS' COMPENSATION	10.64	53.21	128.00	128.00	74.79	41 %
260 HEALTH INS	609.00	3,067.00	7,374.00	7,374.00	4,307.00	41 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	270.00	270.00	270.00	0 %
610 SUPPLIES	0.00	284.74	250.00	250.00	-34.74	113 %
Function Total:	2,598.89	13,301.20	31,903.00	31,903.00	18,601.80	41 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	165.00	165.00	165.00	0 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	0.00	1,165.00	1,165.00	1,165.00	0 %
2131 HEALTH SERVICES- MEDICAL						
330 OTHER PROFESSIONAL SERVICES	0.00	1,012.98	0.00	0.00	-1,012.98	*** %
610 SUPPLIES	165.24	165.24	0.00	0.00	-165.24	*** %
Function Total:	165.24	1,178.22	0.00	0.00	-1,178.22	*** %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	1,755.21	8,776.05	21,063.00	21,063.00	12,286.95	41 %
190 LEAVE - PAY	0.00	0.00	255.00	255.00	255.00	0 %
250 WORKERS' COMPENSATION	9.44	47.18	113.00	113.00	65.82	41 %
260 HEALTH INS	304.50	1,533.50	3,696.00	3,696.00	2,162.50	41 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	150.00	150.00	150.00	0 %
610 SUPPLIES	0.00	0.00	600.00	600.00	600.00	0 %
640 BOOKS	0.00	712.46	2,000.00	2,000.00	1,287.54	35 %
650 PERIODICALS	0.00	0.00	200.00	200.00	200.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	200.00	200.00	200.00	0 %
680 COMPUTER SOFTWARE	0.00	854.00	300.00	300.00	-554.00	284 %
810 DUES AND FEES	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	2,069.15	11,923.19	28,637.00	28,637.00	16,713.81	41 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	0.00	3,531.34	5,000.00	5,000.00	1,468.66	70 %
331 PROF. SERV. AUDITOR	2,344.00	2,344.00	6,800.00	6,800.00	4,456.00	34 %
332 PROF. SERV. LEGAL	0.00	50.00	3,000.00	3,000.00	2,950.00	1 %
530 COMMUNICATIONS- INTERNET SERVICE	375.00	1,302.61	3,000.00	3,000.00	1,697.39	43 %
531 COMMUNICATIONS- TELEPHONE	0.00	1,168.88	1,971.00	1,971.00	802.12	59 %
532 POSTAGE	83.25	1,518.75	1,750.00	1,750.00	231.25	86 %
540 ADVERTISING	42.51	130.51	750.00	750.00	619.49	17 %
550 PRINTING/DUPLICATING	316.11	2,560.10	4,500.00	4,500.00	1,939.90	56 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	1,475.00	1,225.00	1,225.00	-250.00	120 %
610 SUPPLIES	0.00	372.66	1,500.00	1,500.00	1,127.34	24 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	3,393.00	7,500.00	7,500.00	4,107.00	45 %
Function Total:	3,160.87	17,846.85	37,496.00	37,496.00	19,649.15	47 %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	450.00	450.00	450.00	0 %
540 ADVERTISING	0.00	0.00	75.00	75.00	75.00	0 %
Function Total:	0.00	0.00	525.00	525.00	525.00	0 %
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	4,738.68	33,170.79	56,864.00	56,864.00	23,693.21	58 %
115 OFFICE/CLERICAL SALARY	2,508.85	18,986.52	32,674.00	32,674.00	13,687.48	58 %
125 SUBSTITUTE- OFFICE/CLERICAL	38.30	306.09	360.00	360.00	53.91	85 %
190 LEAVE - PAY	0.00	0.00	5,746.00	5,746.00	5,746.00	0 %
250 WORKERS' COMPENSATION	39.16	280.88	480.00	480.00	199.12	58 %
260 HEALTH INS	934.13	5,736.41	11,304.00	11,304.00	5,567.59	50 %
340 TECHNICAL SERVICES	0.00	800.00	1,275.00	1,275.00	475.00	62 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	777.74	2,500.00	2,500.00	1,722.26	31 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
810 DUES AND FEES	64.99	514.99	175.00	175.00	-339.99	294 %
Function Total:	8,324.11	60,573.42	113,378.00	113,378.00	52,804.58	53 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 18

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,309.11	24,673.75	42,217.00	42,217.00	17,543.25	58 %
190 LEAVE - PAY	0.00	0.00	8,700.00	8,700.00	8,700.00	0 %
250 WORKERS' COMPENSATION	17.16	127.24	216.00	216.00	88.76	58 %
260 HEALTH INS	159.38	1,071.39	1,968.00	1,968.00	896.61	54 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,650.00	3,650.00	3,650.00	0 %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	22.63	189.59	360.00	360.00	170.41	52 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	80.00	539.88	1,500.00	1,500.00	960.12	35 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	6,952.00	6,952.00	6,185.00	6,185.00	-767.00	112 %
810 DUES AND FEES	0.00	192.46	1,500.00	1,500.00	1,307.54	12 %
Function Total:	10,540.28	33,746.31	66,846.00	66,846.00	33,099.69	50 %
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	4,050.00	4,080.00	4,080.00	30.00	99 %
250 WORKERS' COMPENSATION	0.00	22.01	22.00	22.00	-0.01	100 %
410 POWER - LIGHTS	156.26	803.10	1,000.00	1,000.00	196.90	80 %
411 NATURAL GAS	1,983.55	5,018.48	11,000.00	11,000.00	5,981.52	45 %
412 ELECTRICITY	1,169.80	6,711.40	14,500.00	14,500.00	7,788.60	46 %
420 OTHER UTILITY SERVICES- SEWER	18.00	54.00	0.00	0.00	-54.00	*** %
421 WATER TESTS	234.20	924.14	2,000.00	2,000.00	1,075.86	46 %
431 DISPOSAL SERVICE	480.34	3,105.72	5,800.00	5,800.00	2,694.28	53 %
433 CUSTODIAL SERVICES	2,246.40	15,724.80	27,000.00	27,000.00	11,275.20	58 %
440 REPAIR AND MAINTENANCE SERVICE	100.00	12,265.59	12,080.00	12,080.00	-185.59	101 %
520 INSURANCE	0.00	13,094.25	13,095.00	13,095.00	0.75	99 %
610 SUPPLIES	384.10	2,992.15	5,200.00	5,200.00	2,207.85	57 %
682 SUPPLIES- TECHNOLOGY	0.00	77.16	0.00	0.00	-77.16	*** %
810 DUES AND FEES	480.00	580.00	1,500.00	1,500.00	920.00	38 %
Function Total:	7,252.65	65,422.80	97,277.00	97,277.00	31,854.20	67 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	1,432.50	2,066.25	4,000.00	4,000.00	1,933.75	51 %
Function Total:	1,432.50	2,066.25	4,000.00	4,000.00	1,933.75	51 %
Program Total:	82,282.50	473,776.51	1,058,921.00	1,058,921.00	585,144.49	44 %
Program Group Total:	82,282.50	473,776.51	1,058,921.00	1,058,921.00	585,144.49	44 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	4,219.33	21,096.65	50,632.00	50,632.00	29,535.35	41 %
117 AIDES	1,547.00	8,839.53	21,504.00	21,504.00	12,664.47	41 %
122 SUBSTITUTE TEACHERS	0.00	0.00	170.00	170.00	170.00	0 %
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
250 WORKERS' COMPENSATION	31.00	160.88	388.00	388.00	227.12	41 %
260 HEALTH INS	821.50	4,369.50	9,554.00	9,554.00	5,184.50	45 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	57.78	350.00	350.00	292.22	16 %
682 SUPPLIES- TECHNOLOGY	0.00	92.99	150.00	150.00	57.01	61 %
Function Total:	6,618.83	34,617.33	84,048.00	84,048.00	49,430.67	41 %

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 18

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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
200						
280 SPECIAL EDUCATION						
2141 SUPERVISION OF PSYCHOLOGICAL S						
250 WORKERS' COMPENSATION	0.00	0.01	0.00	0.00	-0.01	*** %
Function Total:	0.00	0.01	0.00	0.00	-0.01	*** %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
119 OTHER SUPERVISORY SALARIES	212.18	1,485.26	2,546.00	2,546.00	1,060.74	58 %
250 WORKERS' COMPENSATION	1.14	8.01	14.00	14.00	5.99	57 %
260 HEALTH INS	18.27	128.89	228.00	228.00	99.11	56 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	8.20	100.00	100.00	91.80	8 %
Function Total:	231.59	1,630.36	2,888.00	2,888.00	1,257.64	56 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	1,263.50	2,527.00	2,527.00	1,263.50	50 %
Function Total:	0.00	1,263.50	2,527.00	2,527.00	1,263.50	50 %
Program Total:	6,850.42	37,511.20	89,463.00	89,463.00	51,951.80	41 %
Program Group Total:	6,850.42	37,511.20	89,463.00	89,463.00	51,951.80	41 %
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	500.00	500.00	500.00	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	2,700.00	2,700.00	2,700.00	0 %
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	500.00	500.00	500.00	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	3,249.55	3,250.00	3,250.00	0.45	99 %
Function Total:	0.00	3,249.55	3,250.00	3,250.00	0.45	99 %
Program Total:	0.00	3,249.55	3,250.00	3,250.00	0.45	99 %
Program Group Total:	0.00	3,249.55	6,450.00	6,450.00	3,200.45	50 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	1,600.00	3,025.00	3,025.00	1,425.00	52 %
250 WORKERS' COMPENSATION	0.00	8.66	16.00	16.00	7.34	54 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
810 DUES AND FEES	0.00	325.00	0.00	0.00	-325.00	*** %
Function Total:	0.00	1,933.66	6,041.00	6,041.00	4,107.34	32 %
Program Total:	0.00	1,933.66	6,041.00	6,041.00	4,107.34	32 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
115 OFFICE/CLERICAL SALARY	0.00	0.00	2,125.00	2,125.00	2,125.00	0 %
119 OTHER SUPERVISORY SALARIES	187.40	1,803.45	849.00	849.00	-954.45	212 %
150 STIPEND	136.36	4,955.44	10,810.00	10,810.00	5,854.56	45 %
250 WORKERS' COMPENSATION	1.75	36.30	74.00	74.00	37.70	49 %

01/15/18
14:50:19

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 18

Page: 5 of 5
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	125.00	0.00	0.00	-125.00	*** %
Function Total:	325.51	6,920.19	13,858.00	13,858.00	6,937.81	49 %
Program Total:	325.51	6,920.19	13,858.00	13,858.00	6,937.81	49 %
Program Group Total:	325.51	8,853.85	19,899.00	19,899.00	11,045.15	44 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	0.00	12,978.00	12,978.00	12,978.00	0 %
119 OTHER SUPERVISORY SALARIES	212.18	1,485.26	2,546.00	2,546.00	1,060.74	58 %
126 SUBSTITUTE COOKS	0.00	0.00	90.00	90.00	90.00	0 %
250 WORKERS' COMPENSATION	1.14	8.02	886.00	886.00	877.98	0 %
260 HEALTH INS	18.27	128.89	1,558.00	1,558.00	1,429.11	8 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	150.00	150.00	150.00	0 %
540 ADVERTISING	0.00	0.00	350.00	350.00	350.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	29.96	500.00	500.00	470.04	5 %
610 SUPPLIES	0.00	40.72	500.00	500.00	459.28	8 %
630 FOOD	0.00	1,985.55	7,804.00	7,804.00	5,818.45	25 %
810 DUES AND FEES	0.00	151.45	0.00	0.00	-151.45	*** %
Function Total:	231.59	3,829.85	27,362.00	27,362.00	23,532.15	13 %
Program Total:	231.59	3,829.85	27,362.00	27,362.00	23,532.15	13 %
Program Group Total:	231.59	3,829.85	27,362.00	27,362.00	23,532.15	13 %
Fund Total:	89,690.02	527,220.96	1,202,095.00	1,202,095.00	674,874.04	43 %
Grand Total:	89,690.02	527,220.96	1,202,095.00	1,202,095.00	674,874.04	43 %



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: January 12, 2018

RE: Cash Reconciliation as of November 30, 2017

County Treasurer Cash vs Book Cash AS OF NOVEMBER 30, 2017

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$312,514.04	\$312,514.04	\$0.00
Transportation	110	\$33,875.56	\$33,875.56	\$0.00
Bus Depreciation	111	\$70,596.68	\$70,596.68	\$0.00
Food	112	\$18,394.97	\$18,394.97	\$0.00
Tuition	113	\$868.77	\$868.77	\$0.00
Retirement	114	\$25,527.57	\$25,527.57	\$0.00
Miscellaneous	115	\$25,356.54	\$25,356.54	\$0.00
Adult Education	117	\$22,578.71	\$22,578.71	\$0.00
Compensated Absences	121	\$8,235.32	\$8,235.32	\$0.00
Technology	128	\$5,109.39	\$5,109.39	\$0.00
Flexibility	129	\$6,278.91	\$6,278.91	\$0.00
Debt Service	150	\$69,327.58	\$69,327.58	\$0.00
Building	160	\$2,063.28	\$2,063.28	\$0.00
Building Reserve	161	\$69,508.43	\$69,508.43	\$0.00
Endowment	181	\$1,455.55	\$1,455.55	\$0.00
Payroll Clearing	186	\$4,660.19	\$4,660.19 *	\$0.00
Claims Clearing	187	\$23,140.14	\$23,143.39 *	-\$3.25 ****
 Total		 \$699,491.63	 \$699,494.88	 -\$3.25

* Equals Outstanding Warrants.

**** BMO interest charges-- will be corrected

2017-2018 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2017	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$7,475.22	\$1,360.36	\$6,335.58	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Class of 2018	\$3,176.89	\$4,688.08	\$0.00	\$7,864.97	\$0.00	\$7,864.97	\$0.00	\$7,864.97
Class of 2019	\$555.88	\$75.40	\$0.00	\$631.28	\$0.00	\$631.28	\$0.00	\$631.28
Class of 2020	\$2,534.29	\$4,205.74	\$354.95	\$6,385.08	\$0.00	\$6,385.08	\$0.00	\$6,385.08
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	-\$38.25	\$0.00	\$0.00	-\$38.25	\$0.00	(\$38.25)	\$0.00	(\$38.25)
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$14,054.28</u>	<u>\$10,329.58</u>	<u>\$6,690.53</u>	<u>\$17,693.33</u>	<u>\$0.00</u>	<u>\$17,693.33</u>	<u>\$0.00</u>	<u>\$17,693.33</u>

Balance as of:

December 31, 2017

DISTRICT CLERK

CARRIE FISHER

Agenda Item: Hire- Coach—Wrestling

Wrestling begins February 5

Recommendation:

Wyatt Rabel- Head Coach

Salary/Wages:

Head Coach- \$1200 for the 2017-2018 season (not exceed 149 total hours from February 5, 2018 to March 17, 2018)

Motion: to hire Wyatt Rabel as Head Wrestling Coach beginning February 5, 2018 and ends not later than March 17, 2018.

January/February - as of January 15, 2018
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel
Gary Jones

Kitchen/Food Service

Stacy Webb (Roscoe)
Connie Evenson

Teachers/Aides/Other

Audriana Baker
Shelly Berezay
April Bettilyon
Cynthia Corliss
Kate Cottingham
Sonja Davis
Julie Dobbins
Jason Fischer
Dianne Fowler
Connie Evenson
Jonathan Gans
Kevin Germann
Jennifer Gilbert
Kalli Hendrickson
Wendy Hourigan
Kris Keller
Spencer Kirkemo
Jeff Krogstad
Rebecca Lieurance
Mikaela Maddock
Heidi Maus
Kelly McCloy
Darcy Nordhagen
Brad Parsch
Teresa Ann Quatraro
Laura Quigley-Stephanik
Tonya Scott
Mariela Spinner
Nicorie Steinpfad
Barry Sulam
Brandon Tyrrell

Office/Clerical

Connie Evenson

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

TRUSTEE RESOLUTION CALLING FOR AN ELECTION

BE IT RESOLVED, the Board of Trustees for School District No. 35, Gallatin County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 8th day of May, 2018, which date is not less than seventy (70) days after the passage of this resolution.

Gallatin Gateway School District #35 has appointed the Gallatin County Clerk & Recorder to conduct the school election by mail ballot.

Voting will end at 8:00 p.m. on Election Day. Voted ballots should be mailed or dropped off at Gallatin County Election Office, 311 W Main Street #210, Bozeman, MT 59715.

The purpose of the election is to:

- Elect two (2) trustees for a three-year (3-year) term or as otherwise designated.
- Seek approval of additional levies to operate and maintain the Gallatin Gateway School for the 2018-2019 school year.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Carrie Fisher, District Clerk, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The Gallatin County Clerk & Recorder will be conducting this election by mail ballot; she will appoint election judges to tally votes.

BE IT FURTHER RESOLVED that Carrie Fisher, District Clerk, is hereby directed to assist the Gallatin County Clerk & Recorder with ballot preparation, voter registration, notification, and any other duties required to complete the election.

No further proceedings were conducted relating to the election.

Donna Shockley
Board Chair



Signature of Board Chair

Carrie Fisher
District Clerk



Signature of District Clerk

DATED this 10th day of January, 2018.

20-20-201 and 13-19-202, MCA

January 2018 Superintendent's Report:

Enrollment Summary as of 1/12/2018:

Grade	Total	Boys	Girls	Out of District
K	21	11	10	5
1	18	10	8	5
2	16	9	7	3
3	22	14	9	5
4	17	9	8	4
5	23	11	12	5
6	20	11	8	4
7	7	4	3	1
8	12	5	7	1
Total	156	83	73	33

Progress on 2017-2018 Gallatin Gateway School District Goals

- I. Gallatin Gateway School Board will demonstrate excellence in governance.**
 - a. Upcoming Training Opportunities:
 1. MTSBA HR Symposium – Lockwood (Feb 8) Helena (Feb 21)
 2. MTSBA Budget Symposium – Dates TBD in March
 3. MTSBA Employment Hot Topic Training – Dates TBD in April
 4. MTSBA Newly Elected Trustee Orientation – Dates TBD in May

- II. Gallatin Gateway School Board will develop and maintain a safe and secure facility and grounds.**
 - a. Campbell's Plumbing was here to address two leaks on the kitchen's new prep sink.
 - b. Thank you to Russ Olsen for his work in addressing the rook leak over the kitchen.
 - c. JR Civil Engineering has scheduled the final hook up to the sewer system will occur on January 19.
 - d. Rotor Rooter was here December 22 to examine the floor drains in the boy's and girl's bathrooms (near the cafeteria). Both floor drains are completely blocked and are not working. They were not able to address the issue, but will be back in the spring.

- III. Gallatin Gateway School Board will maintain and provide high quality educational services.**
 - a. Mentor teachers have been meeting with their partner teachers to work on end of 2nd quarter and first semester preparations.

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

- a. Our MTSS Leadership Team will be conducting a ½ day session on January 29 during the afternoon. The focus of the meeting will be to finalize building-wide expectations for positive behavior within the school. Once the expectations are finalized, we will present them to the rest of the staff.
- b. On January 11, I attended a BHS transition meeting to discuss expectations behind math and English placement in high school. That information has been shared with the middle school teachers at GGS.
- c. On January 25, BHS is hosting an Incoming Freshman Parent Nigh. The event starts at 6:00 and will go to 8:00. Information regarding the event was distributed to parents during the 8th grade parent meeting on January 9.

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

- a. The student council collected 247 pounds of food during the holiday food drive. They also raised \$30 during the ugly sweater day, which was donated to the Heart of the Valley Animal Shelter

Upcoming Events

1. End of 2nd Quarter (Jan 19)
2. Incoming Freshman Parent Night (Jan 25: 6:00-8:00 pm @ BHS)
3. Rural Registration Night (Feb 26: 5:00-7:00 pm @ BHS)

Additional Information

Mike Coon, Bethany Dieter, and I will be attending the OPT's annual Assessment Conference in Billings on February 8 & 9. The conference covers topics like the SBAC, GEMS, and other data related to student assessment in Montana Schools.

We will have counselors here from BHS on January 18 to visit with our 8th graders about registration next year. This conversation is intended to happen before the Incoming Freshman Parent Night (Jan 25: 6:00-8:00 pm) and the Rural Registration Night (Feb 26: 5:00-7:00 pm).

Ski Day has been scheduled for Monday, February 5. A big thank you goes out to Scott and Carey Foster and Lone Mountain Sports for sponsoring the day!

We are scheduled to have the State Boiler Inspector here on January 22 for his annual inspection. This visit has been rescheduled a couple of times and I will let you know the findings of his visit.

Retirement Fund

What is the purpose of the Retirement Fund?

The Retirement Fund is used to pay the school district's share of specific employer contributions, including social security and Medicare taxes, Teachers' Retirement System (TRS) and Public Employees Retirement System (PERS) contributions, and state unemployment insurance. It is funded by a countywide retirement levy. This is a countywide permissive levy and does not require voter approval. Senate Bill 424, enacted by the 2003 Montana Legislature and signed into law by the Governor, requires school districts to use federal funds for employer contributions to the retirement, federal social security, and unemployment insurance systems for all employees whose salaries are paid from a federal funding source, excluding Impact Aid and employees paid from the Food Service Fund.

Valid Expenditures:

- Employer share Social Security and Medicare
- Employer share TRS and PERS
- Employer payment of unemployment premium

Expenditures NOT valid:

- Early Retirement Bonus
- Payments to Employees

Common Coding:

Fund: 114 Elementary Retirement

Program: All Program Codes except Federal Funds

Function: All Function Codes

Object Codes: 210 Social Security and Medicare
 220 Teacher's Retirement (TRS)
 230 Public Employees Retirement (PERS)- MPERA
 240 Unemployment Compensation

Revenue Source: 2240 County Retirement Distribution

Reserve Limit:

- 20% of the budget (20-9-501 (4)(a)(v), MCA)— *was 35% prior to FY14*

History of the Retirement Fund at Gallatin Gateway School:

Year	Adopted Budget	Total Reserves	Unreserved Fund Balance Reappropriated	Other Revenue	% of Budget Reserved
17-18	\$204,691.05	\$40,938.21	\$20,990.26	\$183,700.79	20%
16-17	\$186,165.86	\$24,726.96	\$0.00	\$186,165.86	13.28%
15-16	\$162,634.21	\$2,350.00	\$0.01	\$162,634.20	1.44%
14-15	\$146,500.00	\$29,300.00	\$39,620.54	\$106,879.46	20%
13-14	\$222,138.31	\$4,1000.00	\$56,794.70	\$165,343.61	18.46%
12-13	\$160,000.00	\$56,000.00	\$41,473.25	\$118,526.75	35%
11-12	\$155,000.00	\$54,250.00	\$11,868.16	\$143,131.84	35%
10-11	\$139,190.00	\$47,716.50	\$14,221.67	\$124,968.33	35%
09-10	\$133,460.00	\$46,711.00	\$23,502.20	\$109,957.80	35%

Developing the Budget:

- Fund Balance re-appropriated
 - (Year End Cash Balance)
- +Non-Levy Revenues
 - Interest Earnings
 - Combined School Block Grant (no longer available after FY18—and GGS currently appropriates this block grant to Fund 128- Flexibility Fund)
 - No other non-levy revenues as this is not a local levy
- +County Retirement Distribution
 - Districts provide salary data to County Superintendent who calculates the countywide requirement
 - Non-levy revenue at the County Level
 - Oil and Gas Taxes
 - Coal Proceeds
 - School Retirement Block Grants (MCA 20-9-631)
 - Guaranteed Tax Base Aid for qualifying Counties (MCA 20-9-367)
 - Eligible if the County Retirement Mill Value per ANB is less than the corresponding Statewide Mill Value per ANB

Other Information:

- County Superintendent's Office distributes funds a minimum of 2 times per year
 - For FY18, so far we have received three distributions (October, November and December) for a total of \$100,887.16—we still have a remaining balance to of \$82,813.63 to be distributed.
 - Total distribution for Gallatin Gateway School for FY18 is \$183,700.79

2017-18 ELEMENTARY RETIREMENT SUMMARY

District	2017-18 County Retirement Distribution / 2240	September	October	November	December	January	February	March	April	May	June	30-Jun	Balance Due
3	344,156.15 \$	\$ 7,090.75	\$ 973.16	\$ 180,944.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,148.06
7	4,524,088.30 \$	\$ 93,211.06	\$ 12,792.66	\$ 2,378,593.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,039,491.49
15	53,421.34 \$	\$ 1,100.65	\$ 151.06	\$ 28,086.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,082.73
20	13,624.30 \$	\$ 280.71	\$ 38.53	\$ 7,163.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,141.92
22	20,250.91 \$	\$ 417.24	\$ 57.26	\$ 10,647.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,129.25
24	278,022.60 \$	\$ 5,728.18	\$ 786.16	\$ 146,173.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,334.58
25	7,949.55 \$	\$ 163.79	\$ 22.48	\$ 4,179.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,583.71
27	422,835.55 \$	\$ 8,711.80	\$ 1,195.64	\$ 222,310.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,617.30
35	183,700.79 \$	\$ 3,784.84	\$ 519.45	\$ 96,582.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,813.63
41	188,436.42 \$	\$ 3,882.41	\$ 532.84	\$ 99,072.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,948.49
43	80,043.10 \$	\$ 1,649.15	\$ 226.34	\$ 42,083.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,084.00
44	2,493,662.58 \$	\$ 51,377.63	\$ 7,051.27	\$ 1,311,072.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,124,161.00
47	9,420.46 \$	\$ 194.09	\$ 26.64	\$ 4,952.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,246.81
75	100,864.21 \$	\$ 2,078.13	\$ 285.21	\$ 53,030.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,470.32
35/53	5,415.32 \$	\$ 111.57	\$ 15.31	\$ 2,847.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,441.27
Total	\$ 8,725,891.58	\$ 179,782.00	\$ 24,674.01	\$ 4,587,741.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,933,694.56

2017-18 HIGH SCHOOL RETIREMENT SUMMARY

District	2017-18	September	October	November	December	January	February	March	April	May	June	30-Jun	Balance Due
3	\$ 258,874.11	\$ 5,331.52	\$ 812.97	\$ 136,700.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,028.90
7	\$ 2,494,204.33	\$ 51,368.21	\$ 7,832.80	\$ 1,317,086.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,117,917.10
15	\$ 32,668.60	\$ 672.81	\$ 102.59	\$ 17,250.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,642.26
24	\$ 177,241.94	\$ 3,650.30	\$ 556.61	\$ 93,594.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,440.89
44	\$ 1,189,392.53	\$ 24,495.57	\$ 3,735.17	\$ 628,069.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 533,092.75
69	\$ 299,520.00	\$ 6,168.62	\$ 940.61	\$ 158,164.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,246.64
72	\$ 424,835.98	\$ 8,749.51	\$ 1,334.15	\$ 224,338.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,414.00
Total	\$ 4,876,737.49	\$ 100,436.54	\$ 15,314.90	\$ 2,575,203.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,185,782.54

*Disbursements are based on the prior month ending balance of the treasurer's reports
i.e December disbursement is the November 30th ending balance.



Carrie Fisher <fisher@gallatingatewayschool.com>

Fwd: Updated renewal agreement

Travis Anderson <anderson@gallatingatewayschool.com>
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Fri, Jan 12, 2018 at 10:40 AM

Travis Anderson, Ed.D.
Superintendent
Gallatin Gateway School
PO Box 265
Gallatin Gateway, MT 59730
406.763.4415-phone
406-763-4886-fax
www.gallatingatewayschool.com (School Website)
<http://gallatingatewayschool.blogspot.com/> (Check out our Blog)

----- Forwarded message -----

From: **Curry Stypula** <Curry.Stypula@commercialenergy.net>
Date: Thu, Jan 11, 2018 at 4:08 PM
Subject: Updated renewal agreement
To: "anderson@gallatingatewayschool.com" <anderson@gallatingatewayschool.com>

Hi Travis,

I hope you had great holiday season and have made it through the rough winter weather earlier this month.

As we discussed, here's the updated renewal offer in time for your board meeting next week.

Prices on the two year offer have come down a bit compared to previous offers.

Please review and let me know if you have any questions.

Best to you,

Curry

Curry Stypula

President

Corporate office:

7677 Oakport St., Suite 525

Oakland, CA 94621

Main: (510) 567-2700

Fax: (510) 567-2715



www.commercialenergy.net

 **Renewal -Gallatin Gateway School 1.12.18.pdf**
180K



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

January 12th, 2018

RE: NATURAL GAS PURCHASE AGREEMENT AMENDMENT

Dear Travis,

Thank you for your six years of purchasing our Made-in-Montana natural gas. We offer two means of controlling gas costs for either one or two years. We ask that you initial the price option, sign and fax or email back to us.

BY THIS AMENDMENT of the End-User Natural Gas Purchase Agreement between Commercial Energy of Montana, Inc. (Seller), and Gallatin Gateway School (Buyer), the following contract changes have been mutually approved by the parties:

ONE YEAR ENERGY SAFE (Fixed) PRICE: Buyer is guaranteed a Fixed Price of **\$2.75/dkt.** for all gas delivered beginning February 1st, 2018 through January 31st, 2019. There are no true ups and after the fact reconciliations.

TWO YEAR ENERGY SAFE (Fixed) PRICE: Buyer is guaranteed a Fixed Price of **\$2.82/dkt.** for all gas delivered beginning February 1st, 2018 through January 31st, 2020. There are no true ups and after the fact reconciliations.

ONE YEAR COLLARED PRICE:

Buyer pays for each dekatherm of gas delivered at a guaranteed monthly price that is capped at **\$3.50/dkt.** including a **\$0.65/dkt** CE Management Fee and is floored at **\$2.25/dkt.** for all gas delivered beginning February 1st, 2018 through January 31st, 2019. Monthly gas price is determined by taking the AECO-C (7A) Monthly Index plus the CE Management Fee within the Collared range. The CE fee covers the cost of creating the price cap. (For example, if the January 2018 Acco price is \$12.40, since \$12.40 plus .65/dkt. is greater than \$3.50, Buyer will only pay the capped price of \$3.50/dkt.)

UTILITY SERVICE RATE ADJUSTMENT: Seller will perform for the Buyer an audit of Utility charges for transportation, transmission, or distribution delivery services, and utility user taxes for electricity and natural gas. Should Seller find a potential reduction in these fees, Seller will provide Buyer with a findings letter to reduce these fees, as well as to obtain potential refund(s) from Utility for previous overcharges. If Seller is successful in obtaining either reductions in fees or refunds from Utility, Seller will receive 33% of the savings generated for a period of 24 months. Seller's costs to capture these savings and/or refunds will be borne by Seller.

NWGNW01361

Page 1 of 4

118 E. MAIN ST., CUT BANK, MT 59427 MAIN: (406) 873-3300 FAX: (406) 873-2598




COMMERCIAL ENERGY

EXTENSION: If neither party sends a written non-renewal notice to the other party at least fifteen (15) days prior to the beginning of the last delivery month, this Agreement automatically extends monthly at: (1) the same terms as in this Agreement; or (2) monthly price based on the month's AECO-C (7A) Monthly Index (as published in the Canadian Gas Price Reporter) plus Seller's risk management fee of \$0.65/dkt, whichever is greater, plus Seller's risk management fee of 5.0% on the AECO-C (7A) Monthly Index Price (as published in the Canadian Gas Price Reporter). Buyer's monthly price paid to Seller does not include Utility's shrinkage allowance.

This Extension is valid if signed and returned via fax to 406-873-2598 by **January 18th, 2018**. Should you have any questions, please call me. Thank you for the opportunity!

ACCEPTED BY:
Gallatin Gateway School

OFFERED BY:
Commercial Energy of Montana, Inc.



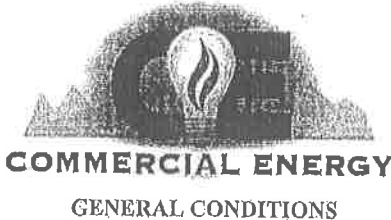
Dr. Travis Anderson

Date: 1/17/2018



Curry Stypula, President

Date: 1/18/18



COMMERCIAL ENERGY
GENERAL CONDITIONS

VOLUME OBLIGATIONS: Customer will purchase all natural gas measured at the Utility Meter from Seller during the term of this Agreement. Seller will deliver and supply all necessary gas to meet Customer's daily requirements. Seller shall be responsible for any shortfalls and/or penalties from any out of balance situations other than those arising from pipeline force majeure or Customer exceeding peak day requirements on a Critical Operating Day as declared by the Utility.

PAYMENTS: Billing and collection of Buyer's monthly gas supply will be performed by Seller. Amounts billed are due upon presentation of the invoice, and will be considered past due 15 days after the invoice date. Payments not received before any due date will incur a twenty five dollar (\$25) administrative charge per past due meter account and interest on all undisputed amounts from the due date until the date of payment, at the rate of twelve percent (12%) annually, or the maximum applicable lawful interest rate, whichever is less. Seller cannot be compelled to assign Buyer's transportation and storage management to another provider until such time as the amount due, including interest, is paid. However, if Buyer, in good faith, disputes the amount of any such billing or part thereof, and shall pay such amounts as it concedes to be correct, no suspension shall be permitted. Such disputes shall be resolved through arbitration.

VENDOR MASTERFILE: To ensure Seller receives all vendor notifications, Seller shall provide a W-9 for the Buyer to establish the Seller as a vendor within their Accounts Payable masterfile at time of initial contract acceptance.

CHANGE IN METER STATUS: In the event that any meter(s) disconnect, outstanding balances shall be treated as follows:

- (a) If other meter(s) are enrolled under this contract, balances from the disconnected meter will be transferred, and become due and payable.
- (b) Should all meters covered within this contract be disconnected, Seller will prepare and submit final bill inclusive of any outstanding balances, whether billed directly by the Seller or the Utility.

JURISDICTION: This Agreement shall be construed under the laws of the State of Montana.

ASSIGNMENT: Neither party will assign this Agreement or any of its rights or obligations under this Agreement without the prior written consent of the other party. Consent to assignment shall not be unreasonably withheld.

TITLE AND WARRANTS: Seller warrants that it will transfer good and merchantable title to all natural gas sold hereunder and delivered by it to Buyer, free and clear of all liens, encumbrances and claims. Title and right of possession to all natural gas sold and delivered hereunder shall pass from Seller to Buyer at the Delivery Point, which shall mean the Buyer's Utility meter.

FORCE MAJEURE: If either party due to a condition of force majeure is unable to perform any obligation or condition of this Agreement, with the exception of paying debt, such obligation shall be suspended during the continuance of the inability. Force majeure shall include, without limitations, acts of God, failure of any pipeline or utility to accept or transport gas, strikes, lockouts, or labor disputes, fire, flood, storms, hurricanes or other natural occurrences, or any similar cause which is beyond the reasonable control of the party claiming force majeure. Economic hardship of either party shall not constitute a Force Majeure under this Agreement. A party that is delayed in performing or rendered unable to fulfill any of its obligations under this Agreement by Force Majeure shall notify the other party in writing as soon as possible and shall exercise due diligence to attempt to remove such inability with all reasonable dispatch.

CREDIT: Buyer credit standing is essential to Seller entering into and performing its obligations under this Agreement. Should Seller, at any time, become reasonably concerned about Buyer's credit quality (as a result, for instance, of two late payments in a six-month period or a credit rating agency red flag), Seller may require and Buyer will provide credit assurance in the form of a prepayment or cash deposit up to the amount of sixty (60) days exposure plus the Contract Value minus the Market Value for the remaining term. Seller will reasonably determine this amount, which must be funded within ten (10) business days of written request. Failure to fund the request is a Default event of the Buyer.

FORWARD CONTRACT/EARLY TERMINATION: This Agreement is a forward contract under the Federal Bankruptcy Code. In the event that Buyer or Seller shall: i) make an assignment or any general arrangement for the benefit of creditors; ii) file a petition or otherwise commence, authorize or acquiesce in the commencement of a proceeding or cause under any bankruptcy or similar law for the protection of creditors or have such petition filed or proceeding commenced against it, iii) otherwise become insolvent, then such party will be in Default of this Agreement and this Agreement will terminate immediately. Seller shall have the right to suspend deliveries without prior notice. Buyer's early termination without cause shall be an event of default of this Agreement.

DEFAULT: In the event either party defaults ("Defaulting Party") in its obligations under the terms of this Agreement to the other party ("Performing Party") except to the extent excused by Force Majeure under this Agreement (which shall not include a delay in payment that is cured within 5 (five) business days of a written demand or any other failure of performance that is cured within 10 (ten) business days of a written demand from the Performing Party for corrective action), Performing Party shall have the right to establish an early termination date to this Agreement upon 10 business days written notice to the Defaulting Party. The Performing Party shall act reasonably to minimize its damages.



DISPUTE RESOLUTION AND ARBITRATION: The parties shall attempt to resolve any claim or dispute through good faith negotiations. Upon failure of such negotiations, all claims and disputes that (1) are between Seller and Buyer and (2) arise out of, or relate to, this Agreement between Seller and Buyer or to their performance or breach (including any tort or statutory claim) ("Arbitrable Claims"), shall be arbitrated under the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), in English within the state of Montana, within the County of Toole, before one neutral arbitrator who shall be a member of the AAA's Large Complex Case Panel. Upon the reasonable request of a party, specific documents relevant to the claim or dispute in the possession of the other party shall be made available to the requesting party not later than sixty (60) days after the demand for arbitration is served. The arbitrator may permit depositions or other discovery deemed necessary for a fair hearing. The hearing may not exceed two days. The award shall be rendered within 120 days of the demand for arbitration. The arbitrator may award interim and final injunctive relief and other remedies, but may not award punitive damages. No time limit herein is jurisdictional. Any award of the arbitrator (including awards of interim or final remedies) may be confirmed or enforced in any court having jurisdiction. Notwithstanding the above, Buyer or Seller may bring court proceedings or claims against each other (i) solely as part of separate litigation commenced by an unrelated third party, or (ii) if not first sought from the arbitrator, solely to obtain in the state or federal courts in or for the state of Montana temporary or preliminary injunctive relief or other interim remedies pending conclusion of the arbitration.

REMEDIES IN THE EVENT OF DEFAULT:

(a) If Seller terminates this Agreement upon the default of Buyer, or Buyer terminates without cause, Buyer will pay Seller the following early termination payment, if a positive number: Contract Value minus Market Value.

(b) If Buyer terminates this Agreement upon the default of Seller, Seller will pay Buyer the following early termination payment, if a positive number: Market Value minus Contract Value.

(c) For purposes of this Section, "Contract Value" means the contract price of natural gas, per dekatherm hereunder, times Remaining Anticipated Usage. "Market Value" means the amount, as determined by the Non-Defaulting Party, less Costs, a bona fide third party would purchase or sell for the Remaining Anticipated Usage over the remaining term of the Agreement at current forward market prices. In determining "Market Value", the Non-Defaulting Party may consider, among other things, quotes from dealers in the wholesale energy industry, forward price valuations developed by the Non-Defaulting Party, and other bona fide offers from third parties, all as commercially available and adjusted for the length of the Remaining Term, as the Non-Defaulting Party reasonably determines. "Costs" mean brokerage fees, commissions and similar transaction costs reasonably incurred by, or on behalf of, the Non-Defaulting Party in terminating or liquidating any arrangement pursuant to which it has hedged its obligations, and attorneys' fees, expenses and costs, if any, incurred in connection with enforcing its rights under this Agreement. "Remaining Anticipated Usage" means the historical usage (in dekatherms), for the remaining term of the Agreement.

(d) If Seller Defaults on the Agreement and the Buyer finds a replacement alternate supplier, Seller should take direction from Buyer with regards to switching the accounts.

After termination, cancellation, or expiration, Buyer agrees that it will remit full payment of all amounts due under this Agreement within the Final Payment Period (which will be deemed to be the 20-day period following receipt of the invoice for the last period of deliveries hereunder). The applicable provisions of this Agreement will continue in effect after termination, cancellation, or expiration hereof to the extent necessary, including but not limited to providing for final billing, billing adjustments and payments, and with respect to any other payment obligations hereunder. Buyer is responsible for all collection costs incurred by seller in the event of nonpayment.

SURVIVAL: Termination of this Agreement shall not relieve either Party from an obligation under this Agreement to pay amounts due to the other Party that were incurred prior to termination.

LIMITATION OF LIABILITY: FOR BREACH OF ANY PROVISION FOR WHICH AN EXPRESS REMEDY OR MEASURE OF DAMAGES IS PROVIDED IN THIS AGREEMENT, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED AS SET FORTH IN SUCH PROVISION, AND ALL OTHER DAMAGES OR REMEDIES HEREBY ARE WAIVED. IF NO REMEDY OR MEASURE OF DAMAGES IS EXPRESSLY PROVIDED, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY AND ALL OTHER DAMAGES AND REMEDIES ARE WAIVED. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES IN TORT, CONTRACT UNDER ANY INDEMNITY PROVISION OR OTHERWISE.

January 9, 2018

Donna Shockley
School Board Chair
Gallatin Gateway School Board of Trustees

Dear Chairman Shockley:

By this letter, the Gallatin County Rural School Education Association is formally noticing the Gallatin Gateway School District of its intention to negotiate a successor agreement.

On January 8, 2018, the Gallatin Gateway Education Association appointed the following members to our bargaining team:

Mike Coon
Elizabeth Matthews
Neal Krogstad

Please contact me at your earliest convenience to establish a date and time for our initial meeting.

We look forward to meeting with the Board in 2018.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elizabeth Matthews".

Elizabeth Matthews

Xc: Travis Anderson, Superintendent

MTSBA's HR Symposium

MTSBA's HR Symposium, sponsored by MTSUIP, starts its tour around Montana on Feb. 6 in Chinook. Click on the cities below to register. Space is limited in some locations so don't delay your registrations!

Thanks to the generous sponsorship of MTSUIP, MTSUIP members may register for this event at no cost- a \$125/person value!

This professional development opportunity is a must for your entire leadership team including trustees, superintendents, principals, business officials, and others in your district charged with supervisory/evaluation responsibilities. **Minimize your risk in employment-related matters by knowing what the pitfalls are and how to avoid costly employment-related issues.** Topics include Human Resource Fundamentals, Talent Acquisition, Investigating School Claims, Performance Management, and Employee Discipline.

To register, click on the location. [Chinook](#)-Feb. 6 | [Sidney](#)- Feb. 7 | [Lockwood](#)- Feb. 8 | [Missoula](#) – Feb. 12 | [Kalispell](#)- Feb. 13 | [Helena](#)-Feb. 21

Winter travel a problem? Location date doesn't work for you? Sign up for the Live Stream of the HR Symposium. Watch in real time on Feb. 21 or watch the recorded version at a later time. [Live Stream Video](#)

**2018 Budget Basics Workshop
April 24, 2018
830-12pm
Fairmont Hot Springs
1500 Fairmont Rd, Fairmont, MT 59711
406-797-3241**

Budget Basics Agenda Coming Soon

**The cost is \$50 for this half day workshop.
There will be a \$20 cancellation fee, if cancelled less than one
week
prior to the workshop.**

**Please call 800-332-3272 for sleeping room reservations by
3/23/18.**

**We have a room block for the nights of 4/22 & 4/23 at a rate of
\$95(single) \$110(double)+ tax per night**



Board Teamwork Self-Assessment

This assessment will be used to assist the board to better function as a team by generating discussion at your board self-evaluation meeting. Please answer each question as honestly as possible. Remember, you are trying to ascertain how well the board functions as a team. Keep that in mind as you respond to these questions.

District: Gallatin Gateway School District

		Always	Often	Rarely	Never	Not Sure
1	The board adopts a district vision and/or mission for district improvement.					
2	The board adopts annual goals and priorities for district improvement.					
3	Improving student learning is the primary focus in our decision-making.					
4	We use data and reports to assess progress and identify areas needing improvement.					
5	We conduct business only at properly called meetings.					
6	All members of the team maintain confidentiality regarding sensitive communications.					
7	We share information equally with each member of the leadership team.					
8	Team members are open and honest with each other.					
9	Team members communicate with one another in a respectful manner.					
10	The superintendent's position on controversial matters is clearly stated to the board.					
11	Our board clearly states its position on controversial matters to the superintendent.					
12	All members honor board decisions even when the vote is not unanimous.					
13	The leadership team conducts comprehensive orientation activities to familiarize new board members with their role on the team.					
14	Our board has effective meetings.					
15	Board members are prepared for meetings.					
16	The superintendent exhibits confidence and trust in each member of the board.					
17	Each board member exhibits confidence and trust in the superintendent.					
18	The board demonstrates support and respect for the superintendent's role as the chief executive officer of the district.					
19	Our board evaluates the superintendent performance based on clearly defined performance goals and expectations.					
20	Directions to the superintendent come from the board as a whole, not individual board members.					
21	Our leadership team deals with conflicts openly and honestly.					
22	We conduct district business in accordance with established ethical standards.					
23	The team ensures parents, businesses, and the public are informed on educational activities and encouraged to participate when appropriate.					
24	The board uses the policy manual to define its vision and expectations of the school district.					
25	I attended a board- related professional development workshop this year.					

BOARD PERFORMANCE ASSESSMENT

District #35 Board of Trustees

January 2018

Please rate the following areas of board effectiveness as:

5 - Excellent

4 - Good

3 - Adequate

2 - Needs Improvement

1 - Unacceptable

1. Goal setting, planning and vision for student achievement.

2. Board/Superintendent relationship

3. Board collaboration, cooperation, and innovation

4. Effectiveness of Board meetings

5. Board training, orientation and team building

6. Financial management, transparency, and accountability

7. Board/Community/Staff relationship

8. Board policy development and application

A. Please elaborate below or on a separate sheet on those areas rated with a 2 or a 1.

B. In what ways would you like to see improvement in Board processes or effectiveness.

TENTATIVE 2017 Gallatin Gateway Election Timeline:

- Dec 14 First day trustee candidates can file for election
- Jan 17 GG School Board approve resolution to call for election
- Feb 21 Regular Board meeting- Initial budget presentation at 6pm**
- March 2 Deadline to send final Election Resolution to the County Election Office
- March 16 Deadline to send draft ballot wording to County Election Office
- March 21 Regular Board meeting at 6pm**
- March 29 Deadline to finalize ballot wording with the County Election Office
- March 29 Deadline for trustee candidates to file for election at 5pm
- April 5 Last day trustee candidate can withdrawal from election by 5pm
- April 5 Last day to file as a write-in Candidate (by 5pm)
- April 6 Deadline to finalize ballot wording with County Election Office and proof ballot (Certify ballot)
- April 6 *Election by Acclamation and **Cancellation of Election-Notice (after 5pm) *Special Board meeting may be necessary at 6pm***
- April 9 Close of regular voter registration
- April 10 Start of Late Voter Registration- voter registration must be completed at the County Election Office
- April 23 Deadline to mail ballots to voters
- May 7 Late Registration Closed (btwn noon and 5pm)—reopens on Election Day until 8pm & Deadline for absentee ballot requests (noon).
- May 8 Election Day (8am-8pm) - all ballots must be received by the County Election Office by 8pm to be counted**
- May 14 Provisional ballots counted after 3pm
- May 15 Final election results will be sent to Districts from County Election Office
- May 16 Regular Board Meeting- Canvass votes, Swear in newly elected trustees, and hold Trustee annual organizational meeting**


*Election by Acclamation means only two candidates are running for the two open trustee positions and no voting is needed

**Cancellation of Election means the school board is not running a levy and an election is not needed

SCHOOL ELECTION CALENDAR 2018

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 14 through Thursday, March 29	<p>Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with election administrator. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</p> <p><i>Candidate must be registered to vote at the time the Oath is filed.</i></p>	<p>13-10-201</p> <p>20-3-305</p>
At least 70 days before	Tuesday, February 27	<p>Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> • Bond Elections are subject to additional requirements (see 20-9-422, MCA). • Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election. 	<p>13-19-202</p> <p>13-19-203</p> <p>20-9-422</p> <p>20-20-201</p> <p>20-20-203</p>
At least 67 days before (within 3 days of passage of the election resolution)	Friday, March 2	<p>Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	<p>20-20-201(2)(a)</p>
At least 60 days before	Friday, March 9	<p>Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions</p>	<p>13-19-205</p>
4 weeks preceding the close of regular registration	Monday, March 12	<p>Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.</p>	<p>13-2-301</p>
Not later than 5pm the day before ballot certification	Thursday, April 5 (by 5 p.m.)	<p>Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<p>20-3-305(3)(a)</p>
Not later than 5pm the day before ballot certification	Thursday, April 5 (by 5 p.m.)	<p>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent.</p>	<p>20-3-305(2)(b)</p>
No later than the 30th day before	Friday, April 6	<p>Deadline to notify election judges of appointment.</p>	<p>13-4-101</p>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 6	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.</i>	20-20-401 15-10-425
Not less than 30 days before	Friday, April 6	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday, April 9	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 9	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 10	Start of Late Registration. Late voter registrations starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 29 Through Saturday, April 28	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices. 	20-20-204
At least 20 days before	Wednesday, April 18	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot (with stubs removed); • Instructions for voting and returning the ballot; • A secrecy envelope, free of any marks that would identify the voter; and • A self-addressed, return envelope with affirmation printed on the back. 	13-13-214 20-20-401

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not before the 20 th day nor later than the 15 th day	Wednesday, April 18 through Monday, April 23	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207
Not more than 10 days or less than 2 days before	Saturday, April 28 through Sunday, May 6	Absentee Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee ballots and the place and time that the absentee ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 7	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 7	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 7	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 8	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 14	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. At that time election judges convene and a determination is made as to whether or not the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 15 days after the election	By Wednesday, May 23	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416
Within 5 days after the official canvass	Monday, May 14 through Tuesday, May 29	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 14 through Tuesday, May 29	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	13-16-204 20-20-420

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 15 days of election	By Wednesday, May 23	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
June 1	Friday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	By Wednesday, June 7	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.

Additional References:

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

NOTE: Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).