

# November Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, November 15, 2017** at **6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### Call to Order

Pledge of Allegiance

Presiding Trustee's explanation of procedures

**Public Comment- Non Agenda Items-** Sign in sheet

**Student Achievement Report:** Edgenuity Presentation with Ms. Deiter

### Guest

Sandy Wilson, Bozeman School District Trustee (Rural HS Rep) - BHS Expansion Update and GGS HS Transition

### Consent Agenda

**Minutes:** October 16, 2017- regular meeting, October 30, 2017- special committee meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report;

**Personnel:** Hire: Certified/Classified Substitutes **Other:** Non-resident Student Attendance Agreements

### Committee Reports

Whole Child Committee (WCC)

Superintendent's Parent Meeting – October 23, 2017

### Superintendent's Report

**Business Manager Presentation-** Adult Education Fund Overview and Summary

### Old Business

Strategic Planning Services- hire MTSBA

District Website

### New Business

Action Items:

Reinstate School Growth Committee

- Appoint Board Member
- Establish Short Term Scope for Committee

Set Date for Superintendent Evaluation

- Discuss Process and Evaluation Tool

Business Manager Training- MASBO Technology Workshop- Nov 10 (Billings)

Board Training- School Law and Technology Symposium- December 4-5 (Helena)

Discussion Items:

MCEL Report from Board attendees

Looking Ahead: What's coming up for GGS

- Gateway Village Subdivision

Next Meetings:

Special Committee Meeting- Tuesday, December 5, 2017 @ 10am (agenda setting)

Regular Meeting – Monday, December 18, 2017 @ 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."*

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

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

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Wednesday November 15, 2017 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 6:02pm.

**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 Bethany Dieter, Teacher

**OTHERS PRESENT**

Sandy Wilson, Bozeman School District Trustee; Andi Shockley, Mary Martin, Seth Nowlin, and Megan Nowlin

**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**

Superintendent Anderson and Mrs. Dieter presented the Board with information about the new software system the District is using to assist with meeting math and ELA standards. They demonstrated how students use Edgenuity in the classroom and how teachers use the data within the program to guide classroom instruction.

**GUEST**

Sandy Wilson, Bozeman School District Trustee (Rural High School Rep) provided the Board and community present with information about her role on the Bozeman School Board and how she assists rural schools. In addition, she provided information regarding the Bozeman High School expansion project progress and timeline for the opening of the new high school and renovations to the current Bozeman High School. She noted that she has been appointed to the design committee for the expansion project.

The Board expressed concerns the District had regarding student transition from Gallatin Gateway to Bozeman High School with Trustee Wilson. Some of the concerns included obtaining data about how the students performed academically after the transition to Bozeman High School and increasing opportunities

for students to be mentored and/or paired with other students prior to transitioning to high school. Trustee Wilson mentioned that she has communicated our concerns with Superintendent Rob Watson and he would like to invite Trustee Julie Fluery, Chair of the Whole Child Committee; and Superintendent Anderson to meet with him and Trustee Wilson to discuss and brainstorm how to address the concerns.

## **CONSENT AGENDA**

Motion: Vice Chair Aaron Schwieterman to approve minutes from October 16, 2017- regular meeting and October 30, 2017- special committee meeting; approve claim warrants- #35465-#35493; electronic claims (-99951-99957); payroll warrants #75318-75329; and direct deposits -89365-89393 (VOIDS: #75318, 75323, -89365); General Fund Operational Budget by Object Code Report as of November 14, 2017; Cash Reconciliation reports as of July 31, 2017, August 31, 2017, and September 30, 2017; Extra Curricular Expenditure and reconciliation Reports as of July 31, 2017, August 31, 2017, September 30, 2017, October 31, 2017- balance of \$10,120.20; 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, Connie Evenson, Jonathan Grans, Kevin Germann, Jennifer Gilber, Kalli Hendrickson, Wendy Hourigan, Kris Keller, Spencer Kirkemo, Jeff Krogstad, Sahsa Matsko, Kelly McCloy, Libby Michaud, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Laura Quigley-Stephanik, Tonya Scott, Mariela Spinner, Nicorie Steinfeld, Barry Sulam; Office/Clerical- Connie Evenson. Other: to approve two discretionary non-resident student attendance agreements for 2017-2018 for two current students.

Seconded: Trustee Julie Fleury

Public Comment: None

For: Fleury, Francis Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

## **COMMITTEE REPORTS**

### Whole Child Committee

Trustee Julie Fluery informed the Board that she had reached out to Sandy Wilson, Bozeman School District Trustee who represents rural schools. She indicated that she had sent Trustee Wilson an email with questions regarding GGS students transitioning to BHS. Trustee Fluery also noted that the Whole Child Committee had brainstormed some ideas for assisting with the transition with Trustee Wilson such as: peer mentoring program, developing sister classrooms- other rural school and/or Bozeman elementary schools; obtaining concrete data from BHS on GGS graduates as they progress through high school; and ways for GGS to communicate with GGS graduates after they transition to high school. Trustee Wilson attended tonight's meeting to follow up on Trustee Fluery's email correspondence.

### Superintendent's Parent Meeting- October 23, 2017

Superintendent Anderson provided a summary of the discussions held at the October 23, 2017 parent meeting. The discussions included: 1) Volunteer Opportunities; 2) Possibility of Spring Parent/Teacher Conferences in the future; 3) District Website Update/Redesign; 4) Newsletters; 5) Adult Education Math Class for parents to assist students; 6) Santa Run; 7) Board meeting updates at parent meetings; and 8) Building maintenance update. The next meeting is scheduled for November 27, 2017.

## **SUPERINTENDENT'S REPORT**

Superintendent Anderson provided the Board with information on the following: 1) Enrollment summary- 150 as of November 1, 2017; 2) Upcoming Board Training Opportunities; 3) Intercom System Update; 4) Front Door System Update; 5) Sewer System Update; 6) Gym Heater Update; 7) Circulating pump failure on boiler; 8) Teacher Mentoring Program; 9) Gallatin Village communication; 10) Website surveys; 11) Parent/Teacher Conferences; 12) Science Olympiad- Nov 21; 13) MTSS Leadership Team- next meeting Monday, Nov 20; 14) Expedition Yellowstone Trip- Nov 27-Dec 1; 15) Bobcat Basketball Day- Nov 29;

16) Winter Program- December 19 @ 6:30pm; 17) Veterans Day program- Thank you Mrs. Krogstad and Miss Jaeger; 18) Archery Program grant; 19) Staff resignation- Ms. Gerl.

## **BUSINESS MANAGER PRESENTATION**

### Adult Education Fund Overview and Summary

Business Manager Carrie Fisher presented the Board with information regarding the Adult Education Fund and how the fund is used within the District to assist the community.

## **OLD BUSINESS**

### Strategic Planning Services- hire MTSBA

Motion: Trustee Christie Francis to hire MTSBA to facilitate the Strategic Planning process to begin this school year.

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

### District Website

Superintendent Travis Anderson and Business Manager Carrie Fisher reviewed and discussed the results of the community and staff surveys regarding the District website update/redesign. The consensus of the Board was to obtain multiple quotes to ensure the Board is able to make the most fiscally responsible decision for the update/redesign of the website. Superintendent Anderson will work with Business Manager Carrie Fisher to develop a request for proposal (RFP) to send to website design firms to obtain multiple quotes prior to the December 18, 2017 regular meeting.

## **NEW BUSINESS**

### Reinstate School Growth Committee

Board Chair Donna Shockley led the discussion regarding school growth possibilities. The Board reviewed a 2008 needs assessments and prior growth plans from 2008 and 2015. The consensus of the Board was to continue discussions at a future meeting. No motions were presented at this time.

### Appoint Board Member

Tabled until a future meeting- no motions were presented.

### Establish Short Term Scope for Committee

Tabled until a future meeting- no motions were presented.

### Set Date for Superintendent Evaluation

The Board reviewed the evaluation form and no changes were proposed.

The Board will meet Monday, January 8, 2018 at 1pm to conduct the Superintendent's Evaluation.

### Business Manager Training- MASBO Technology Workshop- Nov 10 (Billings)

Motion: Trustee Christie Francis to approve the attendance of the Business Manager at the MASBO Technology Workshop in Billings, MT on November 10, 2017.

Seconded: Vice Chair Aaron Schwieterman

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

Board Training- School Law and Technology Symposium- December 4-5 (Helena)

Motion: Vice Chair Aaron Schwieterman to approve the attendance of all trustees who are interested and available to attend the MTSBA School Law and Technology Symposium December 4-5 in Helena.

Seconded: Trustee Julie Fleury

Public Comment: None

For: Fleury, Francis, Racow, Shockley, Schwieterman

Opposed: None

Motion passed unanimously

At this time, there are no trustees able to attend the training, but the Business Manager will be notified if anyone's schedule changes.

MCEL Report from Board attendees

Board Chair Donna Shockley, Trustee Lessa Racow and Superintendent Anderson attended MCEL and provided the Board with a summary of sessions they attended.

Looking Ahead: What is coming up for GGS

Gateway Village Subdivision

At this time the Board's research on the Gateway Village 96-lot subdivision indicates that the developer has not received final plat to begin selling lots or building on lots. Currently, it is the Board's understanding that in order for the developer to obtain final plat on the project he will need to complete the following prior to approval:

- Construct Internal roads and infrastructure
- 191 roadwork to include a turning lane, which has currently not been permitted
- Payment to school district of \$23,734


Next Meetings:

- Special Committee Meeting- December 5, 2017 at 10am (agenda setting)
- Regular Meeting- Monday, December 18, 2017 at 6pm

**ADJOURNMENT**

Board Chair Donna Shockley adjourned the meeting at 9:40pm.



  
Donna Shockley, Board Chair

  
Carrie Fisher, District Clerk

# Regular Meeting

November 15, 2017

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Andi Shockley	Andi Shockley
2. Mary Martin	
3. Bethany Dieter	B Dieter
4. Megan Nowlin	
5.	
6. Add:	
7. Sandy Wilson	
8. Seth Nowlin	
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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: November 15, 2017**

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

<b>NAME</b> (Please Print Clearly)	<b>TOPIC</b> (Please Print Clearly)
1.	
2.	
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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: November 14, 2017

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:  
#35465-#35493

Electronic Payment:  
-99951- BMO Mastercard  
-99952- BMO Mastercard  
-99953- BMO Mastercard  
-99954- BMO Mastercard  
-99955- BMO Mastercard  
-99956- BMO Mastercard  
-99957- BMO Mastercard

Voided Claim (A/P) Warrant #'s:  
35464- duplicate payment

Payroll Warrant #'s:  
#75318-#75329

Direct Deposits/ACH #'s:  
-89365 - -89393

Voided Payroll Warrant #'s:  
75318 & 75323  
-89365

Thank you.

11/14/17  
17:12:59

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 11/17

Page: 1 of 1  
Report ID: W100X

Claims

*Accounts Payable*

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued		Notes
-99957	E	1305 BMO MASTERCARD	80.54	11/17	11/15/17		
-99956	E	1305 BMO MASTERCARD	93.05	11/17	11/15/17		
-99955	E	1305 BMO MASTERCARD	259.09	11/17	11/15/17		
-99954	E	1305 BMO MASTERCARD	21.00	11/17	11/15/17		
-99953	E	1305 BMO MASTERCARD	401.03	11/17	11/15/17		
-99952	E	1305 BMO MASTERCARD	23.00	11/17	11/15/17		
-99951	E	1305 BMO MASTERCARD	9.69	11/17	11/15/17		
35465	SC	43 ALSCO-AMERICAN LINEN DIVISION	420.18	11/17	11/15/17		
35466	SC	229 CENTURYLINK	36.23	11/17	11/15/17		
35467	SC	1337 CORE CONTROL	8834.10	11/17	11/15/17		
35468	SC	349 DRAKE IRRIGATION	100.00	11/17	11/15/17		
35469	SC	370 ELITE COMMERCIAL CLEANERS INC.	2880.00	11/17	11/15/17		
35470	SC	413 FISHER, CARRIE	163.71	11/17	11/15/17		
35471	SC	420 FOOD SERVICES OF AMERICA	3223.16	11/17	11/15/17		
35472	SC	1415 GALLATIN COUNTY TREASURER	100.90	11/17	11/15/17		
35473	SC	439 GALLATIN GATEWAY SCHOOL	26.40	11/17	11/15/17		
35474	SC	440 GALLATIN GATEWAY SCHOOL STUDENT A	2160.00	11/17	11/15/17		
35475	SC	554 I-SAFE INC	300.00	11/17	11/15/17		
35476	SC	577 J&H INC	994.76	11/17	11/15/17		
35477	SC	609 KENYON NOBLE	16.79	11/17	11/15/17		
35478	SC	655 LEE, JERRY	23.22	11/17	11/15/17		
35479	SC	1295 MADISON MECHANIX, LLC	1083.72	11/17	11/15/17		
35480	SC	686 MASBO	80.00	11/17	11/15/17		
35481	SC	695 MCCLURE-GUNDERSON, BOBBIE JO	29.96	11/17	11/15/17		
35482	SC	750 MONTANA DEPARTMENT OF PUBLIC HEA	115.00	11/17	11/15/17		
35483	SC	752 MONTANA DEPT. ENVIRONMENTAL QUALI	100.00	11/17	11/15/17		
35484	SC	856 NORTHWESTERN ENERGY	2144.73	11/17	11/15/17		
35485	SC	880 OTT JONES SCULPTURE	868.00	11/17	11/15/17		
35486	SC	1018 SCHOOL SPECIALTY INC.	86.70	11/17	11/15/17		
35487	SC	1093 STORY DISTRIBUTING CO	1073.09	11/17	11/15/17		
35488	SC	1110 SYSCO FOOD SERVICES OF MT	3168.98	11/17	11/15/17		
35489	SC	1131 THE CARRIAGE HOUSE CAR WASH	40.53	11/17	11/15/17		
35490	SC	666 THOMAS, LORRIE	200.00	11/17	11/15/17		
35491	SC	1192 TY SSE, DEBRA	175.00	11/17	11/15/17		
35492	SC	228 CENTURYLINK	305.36	11/17	11/15/17		
35493	SC	262 COMMERCIAL ENERGY OF MONTANA INC	454.80	11/17	11/15/17		

Claims Total # of Checks: 36 Total: 30092.72

Grand Total # of Checks: 36 Total: 30092.72

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)

11/14/17  
17:11:00

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/17

Page: 1 of 8  
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
-99957E	1305 BMO MASTERCARD		
928		80.54	
	DAVIS- PCARD #1614 NOV 5, 2017 STATEMENT		
1	CC-73 10/30/17 THANK YOU CARDS- CLASS OF 2018	80.54	
		CC Accounting: 101-	-100-1000-610 101 625
<b>SHUTTERFLY</b>			
		<b>Total Check:</b>	<b>80.54</b>
-99956E	1305 BMO MASTERCARD		
929		93.05	
	CLARK PCARD- #4634 NOV 7, 2017 STATEMENT		
1	CC-70 10/31/17 DRIVING RECORD- HILLIARD	7.25	
		CC Accounting: 101-	-100-2300-330 101 625
	MOTOR VEHICLE DIVISION		
2	CC-70 10/23/17 DRIVING RECORD- HILLIARD	7.25	
		CC Accounting: 101-	101 625 -100-2300-330
	MOTOR VEHICLE DIVISION		
3	CC-70 10/24/17 DRIVING RECORD- THOMPSON	7.25	
		CC Accounting: 101-	101 625 -100-2300-330
	MOTOR VEHICLE DIVISION		
4	CC-70 10/31/17 DRIVING RECORD- SMITH	7.25	
		CC Accounting: 101-	101 625 -100-2300-330
	MOTOR VEHICLE DIVISION		
5	CC-70 10/31/17 DRIVING RECORD- MCCONVILLE	7.25	
		CC Accounting: 101-	101 625 -100-2300-330
	MOTOR VEHICLE DIVISION		
6	RED RIBBON WK STICKERS POSITIVE PROMOTIONS INC	7.90*	18-066 115 710-3400 610 145
7	RED RIBBON WEEK PENCILS POSITIVE PROMOTIONS INC	34.95*	18-066 115 710-3400 610 145
8	SHIPPING & HANDLING POSITIVE PROMOTIONS INC	13.95*	18-066 115 710-3400 610 145
		<b>Total Check:</b>	<b>93.05</b>
-99955E	1305 BMO MASTERCARD		
930		259.09	
	TEACHER PCARD #8647 NOV 5, 2017 STATEMENT		
1	CC-72 10/31/17 SCIENCE OLYMPIAD SUPPLIES	20.95	
		CC Accounting: 115-	-100-1000-610-145 115 625 145
	MSU BOOKSTORE		
2	CLASSROOM BOOKS/CD'S AMAZON.COM CREDIT SERVICES	238.14*	18-065 115 100-1000 640 157
		<b>Total Check:</b>	<b>259.09</b>

11/14/17  
17:11:00

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
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Page: 2 of 8  
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
-99954E	1305 BMO MASTERCARD						
	931	21.00					
	TRANSPORTATION PCARD #8639						
	NOV 5, 2017 STATEMENT						
1	CC-71 10/12/17 SPARE BUS KEYS	17.00					
			CC Accounting: 110-	-100-2700-610			
				110	625		
	DAVE'S LOCK & KEY						
2	CC-71 10/12/17 SPARE BUS KEYS	4.00		110	625		
			CC Accounting: 110-	-100-2700-610			
	DAVE'S LOCK & KEY						
	<b>Total Check:</b>	<b>21.00</b>					
-99953E	1305 BMO MASTERCARD						
	932	401.03					
	ANDERSON PCARD #3590						
	NOV 5, 2017 STATEMENT						
1	CC-69 10/19/17 MEAL	40.85					
			CC Accounting: 101-	-100-2400-582			
				101	625		
	MONTANA BREWING CO						
2	CC-69 10/20/17 HOTEL ROOM (2 NIGHTS)	295.04		101	625		
			CC Accounting: 101-	-100-2400-582			
	SPRINGHILL SUITES- MARRIOTT						
3	CC-69 10/26/17 FOOD	10.47		101	625		
			CC Accounting: 101-	-910-3100-630			
	ALBERTSONS						
4	CC-69 10/30/17 FOOD	29.77		101	625		
			CC Accounting: 101-	-910-3100-630			
	ROSAUERS- BOZEMAN						
5	CC-69 10/31/17 FOOD	24.90		101	625		
			CC Accounting: 101-	-910-3100-630			
	ROSAUERS- BOZEMAN						
	<b>Total Check:</b>	<b>401.03</b>					
-99952E	1305 BMO MASTERCARD						
	933	23.00					
	FISHER PCARD- #3574						
	NOV 5, 2017 STATEMENT						
1	CC-68 10/23/17 WATER TESTS	23.00					
			CC Accounting: 101-	-100-2600-421			
				101	625		
	ENERGY LABORATORIES, INC.						
	<b>Total Check:</b>	<b>23.00</b>					

11/14/17  
17:11:00

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/17

Page: 3 of 8  
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
-99951E	1305 BMO MASTERCARD					
	934	9.69				
	KROB PCARD #3616					
	NOV 5, 2017 STATEMENT					
1	11/03/17 LIBRARY BOOKS	9.69				
			18-067	101	100-2225	640
	AMAZON.COM CREDIT SERVICES					
	<b>Total Check:</b>	<b>9.69</b>				
35465S	43 ALSCO-AMERICAN LINEN DIVISION					
	897	370.75				
1	LBIL13507 11/06/17 LINENS, RUGS, TOWELS, & AP	82.77		101	100-2600	610
2	LBIL13507 11/06/17 LINENS, RUGS, TOWELS, & AP	11.04		110	100-2700	610
3	LBIL13507 11/06/17 LINENS, RUGS, TOWELS, & AP	44.14*		112	910-3100	610
4	LBIL134901 10/30/17 LINENS,RUGS,TOWELS, & APRO	28.27		101	100-2600	610
5	LBIL134901 10/30/17 LINENS,RUGS,TOWELS, & APRO	3.77		110	100-2700	610
6	LBIL134901 10/30/17 LINENS,RUGS,TOWELS, & APRO	15.08*		112	910-3100	610
7	LBIL134725 10/23/17 LINENS,RUGS,TOWELS, & APRO	82.24		101	100-2600	610
8	LBIL134725 10/23/17 LINENS,RUGS,TOWELS, & APRO	10.97		110	100-2700	610
9	LBIL134725 10/23/17 LINENS,RUGS,TOWELS, & APRO	43.87*		112	910-3100	610
10	LBIL134546 10/16/17 LINENS,RUGS,TOWELS, & APRO	29.16		101	100-2600	610
11	LBIL134546 10/16/17 LINENS,RUGS,TOWELS, & APRO	3.89		110	100-2700	610
12	LBIL134546 10/16/17 LINENS,RUGS,TOWELS, & APRO	15.55*		112	910-3100	610
	927	49.43				
1	LBIL135252 11/13/17 RUGS, APRONS, TOWELS, & LI	29.66		101	100-2600	610
2	LBIL135252 11/13/17 RUGS, APRONS, TOWELS, & LI	3.95		110	100-2700	610
3	LBIL135252 11/13/17 RUGS, APRONS, TOWELS, & LI	15.82*		112	910-3100	610
	<b>Total Check:</b>	<b>420.18</b>				
35466S	229 CENTURYLINK					
	898	36.23				
1	1423216408 10/19/17 PHONE- LONG DISTANCE- OCT	15.52		101	100-2300	531
2	1423216408 10/19/17 PHONE- LONG DISTANCE- OCT	5.32		110	100-2300	531
3	1423216408 10/19/17 PHONE- LONG DISTANCE- OCT	0.43*		117	610-2300	531
4	1423216408 10/19/17 PHONE0 LONG DISTANCE- NOV	10.92		101	100-2300	531
5	1423216408 10/19/17 PHONE0 LONG DISTANCE- NOV	3.74		110	100-2300	531
6	1423216408 10/19/17 PHONE0 LONG DISTANCE- NOV	0.30*		117	610-2300	531
	<b>Total Check:</b>	<b>36.23</b>				
35467S	1337 CORE CONTROL					
	899	8,834.10				
1	7502 09/29/17 GYM HEATERS-REPAIR	8,834.10*	18-037	161	100-2600	440 681
	<b>Total Check:</b>	<b>8,834.10</b>				

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35468S	349 DRAKE IRRIGATION					
902		100.00				
1	10/26/17 IRRIGATION- WINTERIZATION	100.00		101	100-2600	440
	<b>Total Check:</b>	<b>100.00</b>				
35469S	370 ELITE COMMERCIAL CLEANERS INC.					
903		2,880.00				
1	2102 11/01/17 CUSTODIAL/CLEANING SERVICE	2,246.40		101	100-2600	433
2	2102 11/01/17 CUSTODIAL/CLEANING SERVICE	576.00		110	100-2600	433
3	2102 11/01/17 CUSTODIAL/CLEANING SERVICE	57.60		117	610-2600	433
	<b>Total Check:</b>	<b>2,880.00</b>				
35470S	413 FISHER, CARRIE					
926		163.71				
1	11/13/17 MILEAGE REIMBURSEMENT- BILLING MASBO TECH WORKSHOP	163.71		101	100-2500	582
	<b>Total Check:</b>	<b>163.71</b>				
35471S	420 FOOD SERVICES OF AMERICA					
904		484.77				
REMAINING BALANCE OF SWMSS COOP BID-- \$481.77 AND THEN THE OVERAGE OF \$3.63 WAS CHARGED TO FOOD SERVICE FUND						
1	5422580 10/31/17 COOPERATIVE FOOD PURCHASE	481.14				
			*	18-001	112 910-3100	630
2	5422580 10/31/17 FOOD	3.63*		112	910-3100	630
905		2,738.39				
1	5426503 11/07/17 FOOD	108.44*		112	910-3100	630
2	5424842 11/03/17 FOOD	229.51*		112	910-3100	630
3	5422582 10/31/17 FOOD	201.78*		112	910-3100	630
4	5422582 10/31/17 FOOD- BREAKFAST EXPANSION	120.59*		112	910-3100	630
5	5417008 10/20/17 FOOD	374.42*		112	910-3100	630
6	5418670 10/24/17 FOOD	264.54*		112	910-3100	630
7	5418670 10/24/17 FOOD- BREAKFAST EXPANSION	100.00*		112	910-3100	630
8	5420886 10/27/17 FOOD	193.59*		112	910-3100	630
9	5420886 10/27/17 SUPPLIES	22.82*		112	910-3100	610
10	5410792 10/10/17 FOOD	497.93*		112	910-3100	630
11	5410792 10/10/17 FOOD- BREAKFAST EXPANSION	40.56*		112	910-3100	630
12	5413250 10/13/17 FOOD	322.93*		112	910-3100	630
13	5413250 10/13/17 FOOD- BREAKFAST EXPANSION	39.44*		112	910-3100	630
14	5414817 10/17/17 FOOD	181.28*		112	910-3100	630
15	5414817 10/17/17 FOOD- BREAKFAST EXPANSION	40.56*		112	910-3100	630
	<b>Total Check:</b>	<b>3,223.16</b>				

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GALLATIN GATEWAY ELEMENTARY  
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Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35472S	1415 GALLATIN COUNTY TREASURER					
	901	100.90				
1	NOV30 10/31/17 1ST HALF TAXES- W/S DISTRICT	100.90		101	100-2300	810
		<b>Total Check:</b>				
		<b>100.90</b>				
35473S	439 GALLATIN GATEWAY SCHOOL					
	906	26.40				
1	SS-OCT 10/27/17 NEEDY STUDENT MEAL ACCOUNT	26.40*		115	100-1000	810 110
		<b>Total Check:</b>				
		<b>26.40</b>				
35474S	440 GALLATIN GATEWAY SCHOOL STUDENT					
	907	2,160.00				
1	303001 10/31/17 TRANSFER TO STUDENT ACTIVITIES	2,160.00*		115	100-1000	582 710
	DONATION FROM FOUNDATION- TRANSFER TO STUDENT ACTIVITY ACCOUNT					
		<b>Total Check:</b>				
		<b>2,160.00</b>				
35475S	554 I-SAFE INC					
	908	300.00				
1	IVC1202259 10/12/17 ANNUAL RENEWAL- ISAFE	300.00*		128	100-1000	680
		<b>Total Check:</b>				
		<b>300.00</b>				
35476S	577 J&H INC					
	909	24.06				
1	514997 10/16/17 COPIER- BUSINESS MANAGER	24.06		101	100-2500	550
	910	970.70				
1	970.70 10/16/17 COPIER- OFFICE	970.70		101	100-2300	550
		<b>Total Check:</b>				
		<b>994.76</b>				
35477S	609 KENYON NOBLE					
	911	16.79				
1	6246983 10/11/17 MAINTENANCE SUPPLIES- ROPE	16.79		101	100-2600	610
		<b>Total Check:</b>				
		<b>16.79</b>				
35478S	655 LEE, JERRY					
	912	23.22				
1	10/31/17 MILEAGE REIMBURSEMENT	23.22		110	100-2700	582
		<b>Total Check:</b>				
		<b>23.22</b>				
35479S	1295 MADISON MECHANIX, LLC					
	913	1,083.72				
1	1283 10/19/17 BUS SERVICE- 2018 BLUEBIRD	457.20		110	100-2700	440
2	1284 10/19/17 BUS SERVICE- 2015 INTERNATIONA	626.52		110	100-2700	440
		<b>Total Check:</b>				
		<b>1,083.72</b>				

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35480S	686 MASBO					
914		80.00				
1	5115 10/24/17 TECH WORKSHOP- FISHER	80.00		101	100-2500	582
	Total Check:	80.00				
35481S	695 MCCLURE-GUNDERSON, BOBBIE JO					
915		29.96				
1	10/31/17 MILEAGE REIMBURSEMENT	29.96		101	910-3100	582
	Total Check:	29.96				
35482S	750 MONTANA DEPARTMENT OF PUBLICE					
917		115.00				
1	FL 14899 11/15/17 2018 LICENSE FEE- KITCHEN	115.00*		101	910-3100	810
	Total Check:	115.00				
35483S	752 MONTANA DEPT. ENVIRONMENTAL					
916		100.00				
1	5I1803650 09/19/17 ANNUAL FEE- FWS MT001288	100.00		101	100-2600	810
	Total Check:	100.00				
35484S	856 NORTHWESTERN ENERGY					
918		2,144.73				
1	11/03/17 ELECTRIC SERVICE	1,088.74		101	100-2600	412
2	11/03/17 ELECTRIC SERVICE	279.16		110	100-2600	412
3	11/03/17 ELECTRIC SERVICE	27.92*		117	610-2600	412
4	11/03/17 POWER-LIGHTS	107.85		101	100-2600	410
5	11/03/17 POWER-LIGHTS	112.35		110	100-2600	410
6	11/03/17 POWER-LIGHTS	4.49*		117	610-2600	410
7	11/03/17 NATURAL GAS	513.74		101	100-2600	411
8	11/03/17 NATURAL GAS	10.48		117	610-2600	411
	Total Check:	2,144.73				
35485S	880 OTT JONES SCULPTURE					
919		868.00				
1	10/30/17 5TH GRADE BRONZED MUSEUM	671.25*		115	100-1000	330 137
2	10/30/17 5TH GRADE BRONZED MUSEUM SUPPL	196.75*		115	100-1000	610 137
	Total Check:	868.00				
35486S	1018 SCHOOL SPECIALTY INC.					
920		86.70				
1	2081194314 10/10/17 ACRYLIC PAINT- BLACK 1 PN	34.68*	18-064	115	100-1000	610 137
2	2081194314 10/10/17 ACRYLIC PAINT- WHITE	34.68*	18-064	115	100-1000	610 137
3	2081194314 10/10/17 ACRYLIC PAINT- WARM BLUE	17.34*	18-064	115	100-1000	610 137
	Total Check:	86.70				



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GALLATIN GATEWAY ELEMENTARY  
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Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
35487S	1093 STORY DISTRIBUTING CO					
	921	1,073.09				
	1 78347 10/18/17 BUS FUEL	1,073.09		110	100-2700	624
		<b>Total Check:</b>				
		<b>1,073.09</b>				
35488S	1110 SYSCO FOOD SERVICES OF MT					
	922	3,168.98				
1	143458550 10/03/17 SUPPLIES	29.83		101	910-3100	610
2	143458550 10/03/17 SUPPLIES	69.61*		112	910-3100	610
3	143482284 10/20/17 SUPPLIES	10.89		101	910-3100	610
4	143482284 10/20/17 SUPPLIES	25.41*		112	910-3100	610
5	143492525 10/28/17 FOOD	12.96		101	910-3100	630
6	143492525 10/28/17 FOOD	30.24*		112	910-3100	630
7	143486601 10/24/17 FOOD	179.69		101	910-3100	630
8	143486601 10/24/17 FOOD	419.29*		112	910-3100	630
9	143486601 10/24/17 FOOD- BREAKFAST EXPANSION	27.23		101	910-3100	630
10	143486601 10/24/17 FOOD- BREAKFAST EXPANSION	63.53*		112	910-3100	630
11	143491716 10/27/14 FOOD	103.17		101	910-3100	630
12	143491716 10/27/14 FOOD	240.73*		112	910-3100	630
13	143496197 10/31/17 FOOD- BREAKFAST EXPANSION	24.92		101	910-3100	630
14	143496197 10/31/17 FOOD- BREAKFAST EXPANSION	58.15*		112	910-3100	630
15	143496197 10/31/17 FOOD	152.26		101	910-3100	630
16	143496197 10/31/17 FOOD	355.28*		112	910-3100	630
17	143463310 10/06/17 FOOD- BREAKFAST EXPANSION	16.41		101	910-3100	630
18	143463310 10/06/17 FOOD- BREAKFAST EXPANSION	38.29*		112	910-3100	630
19	143463310 10/06/17 FOOD	101.57		101	910-3100	630
20	143463310 10/06/17 FOOD	236.99*		112	910-3100	630
21	143472712 10/13/17 FOOD	97.98		101	910-3100	630
22	143472712 10/13/17 FOOD	228.62*		112	910-3100	630
23	143476924 10/17/17 FOOD- BREAKFAST EXPANSION	7.28		101	910-3100	630
24	143476924 10/17/17 FOOD- BREAKFAST EXPANSION	17.00*		112	910-3100	630
25	143476924 10/17/17 FOOD	57.55		101	910-3100	630
26	143476924 10/17/17 FOOD	134.30*		112	910-3100	630
27	143467458 10/10/17 FOOD- BREAKFAST EXPANSION	10.20		101	910-3100	630
28	143467458 10/10/17 FOOD- BREAKFAST EXPANSION	23.79*		112	910-3100	630
29	143467458 10/10/17 FOOD	114.76		101	910-3100	630
30	143467458 10/10/17 FOOD	267.79*		112	910-3100	630
31	143495719 10/31/17 FOOD- BREAKFAST EXPANSION-	-9.00		101	910-3100	630
	CREDIT MEMO- ORG INVOICE 143491716					
32	143495719 10/31/17 FOOD- BREAKFAST EXPANSION-	-20.99*		112	910-3100	630
	CREDIT MEMO- ORG INVOICE 143491716					
33	143462956 10/06/17 FOOD- BREAKFAST EXPANSION	12.97		101	910-3100	630
34	143462956 10/06/17 FOOD- BREAKFAST EXPANSION	30.28*		112	910-3100	630
		<b>Total Check:</b>				
		<b>3,168.98</b>				

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GALLATIN GATEWAY ELEMENTARY  
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For the Accounting Period: 11/17

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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
35489S	1131 THE CARRIAGE HOUSE CAR WASH					
923		40.53				
1	2956 10/31/17 BUS- CAR WASH (X3)	40.53		110	100-2700	440
	<b>Total Check:</b>	<b>40.53</b>				
35490S	666 THOMAS, LORRIE					
925		200.00				
1	09/30/17 BACTERIOLOGICAL- OCT	98.00		101	100-2600	421
2	09/30/17 BACTERIOLOGICAL- OCT	2.00		117	610-2600	421
3	10/30/17 BACTERIOLOGICAL- NOV	98.00		101	100-2600	421
4	10/30/17 BACTERIOLOGICAL- NOV	2.00		117	610-2600	421
	<b>Total Check:</b>	<b>200.00</b>				
35491S	1192 TYSSE, DEBRA					
924		175.00				
1	11/08/17 REIMBURSEMENT- BRAIN POP DONATED BY GGS FOUNDATION	175.00*		115	100-1000	680 145
	<b>Total Check:</b>	<b>175.00</b>				
35492S	228 CENTURYLINK					
935		305.36				
1	11/04/17 MONTHLY PHONE SERVICE	222.91		101	100-2300	531
2	11/04/17 MONTHLY PHONE SERVICE	76.34		110	100-2300	531
3	11/04/17 MONTHLY PHONE SERVICE	6.11*		117	610-2300	531
	<b>Total Check:</b>	<b>305.36</b>				
35493S	262 COMMERCIAL ENERGY OF MONTANA INC					
936		454.80				
1	NWE044723 11/03/17 GAS ON NWE SYSTEM	445.70		101	100-2600	411
2	NWE044723 11/03/17 GAS ON NWE SYSTEM	9.10		117	610-2600	411
	<b>Total Check:</b>	<b>454.80</b>				
	<b># of Claims</b>	<b>39</b>	<b>Total:</b>	<b>30,092.72</b>		

GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 11 / 17

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	77,307.82	463,847.00	463,847.00	386,539.18	16 %
117 AIDES	0.00	4,989.32	43,721.00	43,721.00	38,731.68	11 %
122 SUBSTITUTE TEACHERS	0.00	765.00	8,000.00	8,000.00	7,235.00	9 %
150 STIPEND	0.00	452.27	2,805.00	2,805.00	2,352.73	16 %
190 LEAVE - PAY	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
250 WORKERS' COMPENSATION	0.00	469.02	2,738.00	2,738.00	2,268.98	17 %
260 HEALTH INS	0.00	13,085.87	79,122.00	79,122.00	66,036.13	16 %
330 OTHER PROFESSIONAL SERVICES	0.00	3,500.00	3,500.00	3,500.00	0.00	100 %
540 ADVERTISING	0.00	0.00	750.00	750.00	750.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	2,350.00	2,350.00	2,350.00	0 %
610 SUPPLIES	80.54	6,003.65	20,000.00	20,000.00	13,996.35	30 %
640 BOOKS	0.00	300.10	6,000.00	6,000.00	5,699.90	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	6,571.00	7,000.00	7,000.00	429.00	93 %
681 MAJOR COMPUTER SOFTWARE	0.00	304.00	0.00	0.00	-304.00	*** %
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 %
<b>Function Total:</b>	<b>80.54</b>	<b>121,062.85</b>	<b>671,608.00</b>	<b>671,608.00</b>	<b>550,545.15</b>	<b>18 %</b>
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	613.20	5,461.00	5,461.00	4,847.80	11 %
250 WORKERS' COMPENSATION	0.00	4.45	37.00	37.00	32.55	12 %
260 HEALTH INS	0.00	53.12	313.00	313.00	259.88	16 %
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>670.77</b>	<b>5,986.00</b>	<b>5,986.00</b>	<b>5,315.23</b>	<b>11 %</b>
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0 %</b>
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	3,958.50	23,751.00	23,751.00	19,792.50	16 %
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
250 WORKERS' COMPENSATION	0.00	21.40	128.00	128.00	106.60	16 %
260 HEALTH INS	0.00	1,229.00	7,374.00	7,374.00	6,145.00	16 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	270.00	270.00	270.00	0 %
610 SUPPLIES	0.00	44.74	250.00	250.00	205.26	17 %
<b>Function Total:</b>	<b>0.00</b>	<b>5,253.64</b>	<b>31,903.00</b>	<b>31,903.00</b>	<b>26,649.36</b>	<b>16 %</b>
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 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,165.00</b>	<b>1,165.00</b>	<b>1,165.00</b>	<b>0 %</b>
2131 HEALTH SERVICES- MEDICAL						
330 OTHER PROFESSIONAL SERVICES	0.00	1,012.98	0.00	0.00	-1,012.98	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>1,012.98</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,012.98</b>	<b>*** %</b>

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	0.00	3,510.42	21,063.00	21,063.00	17,552.58	16 %
190 LEAVE - PAY	0.00	0.00	255.00	255.00	255.00	0 %
250 WORKERS' COMPENSATION	0.00	18.98	113.00	113.00	94.02	16 %
260 HEALTH INS	0.00	614.50	3,696.00	3,696.00	3,081.50	16 %
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	580.84	620.66	2,000.00	2,000.00	1,379.34	31 %
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 %
<b>Function Total:</b>	<b>580.84</b>	<b>5,618.56</b>	<b>28,637.00</b>	<b>28,637.00</b>	<b>23,018.44</b>	<b>19 %</b>
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	36.25	746.00	5,000.00	5,000.00	4,254.00	14 %
331 PROF. SERV. AUDITOR	0.00	0.00	6,800.00	6,800.00	6,800.00	0 %
332 PROF. SERV. LEGAL	0.00	50.00	3,000.00	3,000.00	2,950.00	1 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	116.00	0.00	0.00	-116.00	*** %
530 COMMUNICATIONS- INTERNET SERVICE	0.00	690.25	3,000.00	3,000.00	2,309.75	23 %
531 COMMUNICATIONS- TELEPHONE	249.35	938.78	1,971.00	1,971.00	1,032.22	47 %
532 POSTAGE	0.00	1,269.50	1,750.00	1,750.00	480.50	72 %
540 ADVERTISING	0.00	88.00	750.00	750.00	662.00	11 %
550 PRINTING/DUPLICATING	970.70	1,711.36	4,500.00	4,500.00	2,788.64	38 %
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	100.90	3,393.00	7,500.00	7,500.00	4,107.00	45 %
<b>Function Total:</b>	<b>1,357.20</b>	<b>10,850.55</b>	<b>37,496.00</b>	<b>37,496.00</b>	<b>26,645.45</b>	<b>28 %</b>
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 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>0 %</b>
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	0.00	18,954.74	56,864.00	56,864.00	37,909.26	33 %
115 OFFICE/CLERICAL SALARY	0.00	11,221.03	32,674.00	32,674.00	21,452.97	34 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	0.00	360.00	360.00	360.00	0 %
190 LEAVE - PAY	0.00	0.00	5,746.00	5,746.00	5,746.00	0 %
250 WORKERS' COMPENSATION	0.00	161.52	480.00	480.00	318.48	33 %
260 HEALTH INS	0.00	2,898.33	11,304.00	11,304.00	8,405.67	25 %
340 TECHNICAL SERVICES	0.00	800.00	1,275.00	1,275.00	475.00	62 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	335.89	716.21	2,500.00	2,500.00	1,783.79	28 %
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	0.00	450.00	175.00	175.00	-275.00	257 %
<b>Function Total:</b>	<b>335.89</b>	<b>35,201.83</b>	<b>113,378.00</b>	<b>113,378.00</b>	<b>78,176.17</b>	<b>31 %</b>

GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 11 / 17

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	0.00	14,670.72	42,217.00	42,217.00	27,546.28	34 %
190 LEAVE - PAY	0.00	0.00	8,700.00	8,700.00	8,700.00	0 %
250 WORKERS' COMPENSATION	0.00	75.28	216.00	216.00	140.72	34 %
260 HEALTH INS	0.00	560.25	1,968.00	1,968.00	1,407.75	28 %
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	24.06	137.21	360.00	360.00	222.79	38 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	243.71	257.51	1,500.00	1,500.00	1,242.49	17 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
680 COMPUTER SOFTWARE	0.00	0.00	6,185.00	6,185.00	6,185.00	0 %
810 DUES AND FEES	0.00	192.46	1,500.00	1,500.00	1,307.54	12 %
<b>Function Total:</b>	<b>267.77</b>	<b>15,893.43</b>	<b>66,846.00</b>	<b>66,846.00</b>	<b>50,952.57</b>	<b>23 %</b>
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	107.85	536.55	1,000.00	1,000.00	463.45	53 %
411 NATURAL GAS	959.44	2,225.87	11,000.00	11,000.00	8,774.13	20 %
412 ELECTRICITY	1,088.74	4,373.73	14,500.00	14,500.00	10,126.27	30 %
420 OTHER UTILITY SERVICES	0.00	36.00	0.00	0.00	-36.00	*** %
421 WATER TESTS	219.00	591.94	2,000.00	2,000.00	1,408.06	29 %
431 DISPOSAL SERVICE	0.00	2,145.02	5,800.00	5,800.00	3,654.98	36 %
433 CUSTODIAL SERVICES	2,246.40	11,232.00	27,000.00	27,000.00	15,768.00	41 %
440 REPAIR AND MAINTENANCE SERVICE	100.00	6,671.66	12,080.00	12,080.00	5,408.34	55 %
520 INSURANCE	0.00	13,094.25	13,095.00	13,095.00	0.75	99 %
610 SUPPLIES	268.89	2,043.54	5,200.00	5,200.00	3,156.46	39 %
682 SUPPLIES- TECHNOLOGY	0.00	77.16	0.00	0.00	-77.16	*** %
810 DUES AND FEES	100.00	100.00	1,500.00	1,500.00	1,400.00	6 %
<b>Function Total:</b>	<b>5,090.32</b>	<b>47,199.73</b>	<b>97,277.00</b>	<b>97,277.00</b>	<b>50,077.27</b>	<b>48 %</b>
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0 %</b>
<b>Program Total:</b>	<b>7,712.56</b>	<b>242,764.34</b>	<b>1,058,921.00</b>	<b>1,058,921.00</b>	<b>816,156.66</b>	<b>22 %</b>
<b>Program Group Total:</b>	<b>7,712.56</b>	<b>242,764.34</b>	<b>1,058,921.00</b>	<b>1,058,921.00</b>	<b>816,156.66</b>	<b>22 %</b>
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	8,438.66	50,632.00	50,632.00	42,193.34	16 %
117 AIDES	0.00	3,298.33	21,504.00	21,504.00	18,205.67	15 %
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	0.00	63.40	388.00	388.00	324.60	16 %
260 HEALTH INS	0.00	1,883.00	9,554.00	9,554.00	7,671.00	19 %
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 %
<b>Function Total:</b>	<b>0.00</b>	<b>13,834.16</b>	<b>84,048.00</b>	<b>84,048.00</b>	<b>70,213.84</b>	<b>16 %</b>

11/14/17  
17:11:29

GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 11 / 17

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Report ID: B100

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	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>0.01</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.01</b>	<b>*** %</b>
2400 SCHOOL ADMINISTRATION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	8.20	0.00	0.00	-8.20	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>8.20</b>	<b>0.00</b>	<b>0.00</b>	<b>-8.20</b>	<b>*** %</b>
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
119 OTHER SUPERVISORY SALARIES	0.00	848.72	2,546.00	2,546.00	1,697.28	33 %
250 WORKERS' COMPENSATION	0.00	4.60	14.00	14.00	9.40	32 %
260 HEALTH INS	0.00	73.74	228.00	228.00	154.26	32 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	100.00	100.00	100.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>927.06</b>	<b>2,888.00</b>	<b>2,888.00</b>	<b>1,960.94</b>	<b>32 %</b>
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	1,263.50	2,527.00	2,527.00	1,263.50	50 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,263.50</b>	<b>2,527.00</b>	<b>2,527.00</b>	<b>1,263.50</b>	<b>50 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>16,032.93</b>	<b>89,463.00</b>	<b>89,463.00</b>	<b>73,430.07</b>	<b>17 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>16,032.93</b>	<b>89,463.00</b>	<b>89,463.00</b>	<b>73,430.07</b>	<b>17 %</b>
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 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>2,700.00</b>	<b>2,700.00</b>	<b>2,700.00</b>	<b>0 %</b>
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>0 %</b>
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	3,249.55	3,250.00	3,250.00	0.45	99 %
<b>Function Total:</b>	<b>0.00</b>	<b>3,249.55</b>	<b>3,250.00</b>	<b>3,250.00</b>	<b>0.45</b>	<b>99 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>3,249.55</b>	<b>3,250.00</b>	<b>3,250.00</b>	<b>0.45</b>	<b>99 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>3,249.55</b>	<b>6,450.00</b>	<b>6,450.00</b>	<b>3,200.45</b>	<b>50 %</b>
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	1,000.00	3,025.00	3,025.00	2,025.00	33 %
250 WORKERS' COMPENSATION	0.00	5.44	16.00	16.00	10.56	34 %
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	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>1,330.44</b>	<b>6,041.00</b>	<b>6,041.00</b>	<b>4,710.56</b>	<b>22 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>1,330.44</b>	<b>6,041.00</b>	<b>6,041.00</b>	<b>4,710.56</b>	<b>22 %</b>

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
115 OFFICE/CLERICAL SALARY	0.00	0.00	2,125.00	2,125.00	2,125.00	0 %
119 OTHER SUPERVISORY SALARIES	0.00	516.25	849.00	849.00	332.75	60 %
150 STIPEND	0.00	1,436.36	10,810.00	10,810.00	9,373.64	13 %
250 WORKERS' COMPENSATION	0.00	10.54	74.00	74.00	63.46	14 %
260 HEALTH INS	0.00	42.08	0.00	0.00	-42.08	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	125.00	0.00	0.00	-125.00	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>2,130.23</b>	<b>13,858.00</b>	<b>13,858.00</b>	<b>11,727.77</b>	<b>15 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>2,130.23</b>	<b>13,858.00</b>	<b>13,858.00</b>	<b>11,727.77</b>	<b>15 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>3,460.67</b>	<b>19,899.00</b>	<b>19,899.00</b>	<b>16,438.33</b>	<b>17 %</b>
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	0.00	848.72	2,546.00	2,546.00	1,697.28	33 %
126 SUBSTITUTE COOKS	0.00	0.00	90.00	90.00	90.00	0 %
250 WORKERS' COMPENSATION	0.00	4.61	886.00	886.00	881.39	0 %
260 HEALTH INS	0.00	73.74	1,558.00	1,558.00	1,484.26	4 %
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	29.96	29.96	500.00	500.00	470.04	5 %
610 SUPPLIES	40.72	40.72	500.00	500.00	459.28	8 %
630 FOOD	975.09	1,985.55	7,804.00	7,804.00	5,818.45	25 %
810 DUES AND FEES	115.00	151.45	0.00	0.00	-151.45	*** %
<b>Function Total:</b>	<b>1,160.77</b>	<b>3,134.75</b>	<b>27,362.00</b>	<b>27,362.00</b>	<b>24,227.25</b>	<b>11 %</b>
<b>Program Total:</b>	<b>1,160.77</b>	<b>3,134.75</b>	<b>27,362.00</b>	<b>27,362.00</b>	<b>24,227.25</b>	<b>11 %</b>
<b>Program Group Total:</b>	<b>1,160.77</b>	<b>3,134.75</b>	<b>27,362.00</b>	<b>27,362.00</b>	<b>24,227.25</b>	<b>11 %</b>
<b>Fund Total:</b>	<b>8,873.33</b>	<b>268,642.24</b>	<b>1,202,095.00</b>	<b>1,202,095.00</b>	<b>933,452.76</b>	<b>22 %</b>
<b>Grand Total:</b>	<b>8,873.33</b>	<b>268,642.24</b>	<b>1,202,095.00</b>	<b>1,202,095.00</b>	<b>933,452.76</b>	<b>22 %</b>



## GALLATIN GATEWAY SCHOOL

**TO:** Gallatin Gateway School Board of Trustees

**FROM:** Carrie Fisher, Business Manager/Clerk

**DATE:** October 24, 2017

**RE:** Cash Reconciliation as of July 31, 2017

### County Treasurer Cash vs Book Cash AS OF JULY 31, 2017

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$175,276.64	\$175,276.64	\$0.00
Transportation	110	\$13,781.12	\$18,162.12	-\$4,381.00 **
Bus Depreciation	111	\$56,685.15	\$56,685.15	\$0.00
Food	112	\$13,690.73	\$13,690.73	\$0.00
Tuition	113	\$865.23	\$865.23	\$0.00
Retirement	114	\$60,642.96	\$60,642.96	\$0.00
Miscellaneous	115	\$48,256.96	\$43,875.96	\$4,381.00
Adult Education	117	\$23,692.52	\$23,692.52	\$0.00
Compensated Absences	121	\$8,201.65	\$8,201.65	\$0.00
Technology	128	\$3,155.19	\$3,155.19	\$0.00
Flexibility	129	\$3,876.00	\$3,876.00	\$0.00
Debt Service	150	\$13,029.79	\$13,029.79	\$0.00
Building	160	\$2,054.88	\$2,054.88	\$0.00
Building Reserve	161	\$44,029.57	\$44,029.57	\$0.00
Endowment	181	\$1,449.55	\$1,449.55	\$0.00
Payroll Clearing	186	\$2,257.20	\$1,141.15 *	\$1,116.05 ***
Claims Clearing	187	\$25,259.48	\$25,259.48 *	\$0.00
<b>Total</b>		<b>\$496,204.62</b>	<b>\$495,088.57</b>	<b>\$1,116.05</b>

\* Equals Outstanding Warrants.

\*\* Expenditure Recoding- Warrant #35336

\*\*\* FIT overpayment and U/I warrant payable







## GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: October 25, 2017

RE: Cash Reconciliation as of August 31, 2017

### County Treasurer Cash vs Book Cash AS OF AUGUST 31, 2017

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$155,961.39	\$155,961.39	\$0.00
Transportation	110	\$10,645.12	\$19,407.12	-\$8,762.00 **
Bus Depreciation	111	\$56,774.82	\$56,774.82	\$0.00
Food	112	\$15,105.81	\$15,105.81	\$0.00
Tuition	113	\$865.93	\$865.93	\$0.00
Retirement	114	\$58,189.34	\$58,189.34	\$0.00
Miscellaneous	115	\$35,752.08	\$26,990.08	\$8,762.00
Adult Education	117	\$23,537.57	\$23,537.57	\$0.00
Compensated Absences	121	\$8,207.95	\$8,207.95	\$0.00
Technology	128	\$354.54	\$354.54	\$0.00
Flexibility	129	\$2,879.00	\$2,879.00	\$0.00
Debt Service	150	\$12,898.33	\$12,898.33	\$0.00
Building	160	\$2,056.48	\$2,056.48	\$0.00
Building Reserve	161	\$44,129.31	\$44,129.31	\$0.00
Endowment	181	\$1,450.65	\$1,450.65	\$0.00
Payroll Clearing	186	\$621.36	\$621.36 *	\$0.00
Claims Clearing	187	\$20,079.84	\$20,725.45 *	-\$645.61 ***
 Total		 \$449,509.52	 \$450,155.13	 -\$645.61

\* Equals Outstanding Warrants.

\*\* Interfund Transfer sent August 14, 2017 was incorrect

\*\*\* BMO interest charges-- will be corrected on next statement





## GALLATIN GATEWAY SCHOOL

**TO:** Gallatin Gateway School Board of Trustees

**FROM:** Carrie Fisher, Business Manager/Clerk

**DATE:** October 31, 2017

**RE:** Cash Reconciliation as of September 30, 2017

### County Treasurer Cash vs Book Cash AS OF SEPTEMBER 30, 2017

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$105,324.41	\$105,327.40	-\$2.99 **
Transportation	110	\$4,348.77	\$13,110.77	-\$8,762.00 ***
Bus Depreciation	111	\$56,909.09	\$56,909.09	\$0.00
Food	112	\$24,103.75	\$24,103.75	\$0.00
Tuition	113	\$866.77	\$866.77	\$0.00
Retirement	114	\$46,564.41	\$46,564.41	\$0.00
Miscellaneous	115	\$35,387.01	\$26,622.02	\$8,764.99
Adult Education	117	\$23,057.47	\$23,057.47	\$0.00
Compensated Absences	121	\$8,215.84	\$8,215.84	\$0.00
Technology	128	-\$1,043.74	-\$1,043.74	\$0.00
Flexibility	129	\$2,881.75	\$2,881.75	\$0.00
Debt Service	150	\$13,279.44	\$13,279.44	\$0.00
Building	160	\$2,058.51	\$2,058.51	\$0.00
Building Reserve	161	\$44,286.18	\$44,286.18	\$0.00
Endowment	181	\$1,452.09	\$1,452.09	\$0.00
Payroll Clearing	186	\$1,185.79	\$1,185.79 *	\$0.00
Claims Clearing	187	\$21,282.41	\$21,285.66 *	-\$3.25 ****
 Total		 \$390,159.95	 \$390,163.20	 -\$3.25

\* Equals Outstanding Warrants.

\*\* Expenditure recoding- original 101, should be 115

\*\*\* Internfund Transfer sent August 14, 2017 was incorrect-- new transfer sent Oct 25, 2017

\*\*\*\* BMO interst charges-- will be corrected October 2017

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

School:  
District No.  
Legal Entity (LE) No.  
Month and Year:

Gallatin Gateway  
35  
0364  
September-17

Treasurer's Balance	35387.01
Fund 15 Balance	26622.02
Difference	8764.99

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconciliation:
100	PD Scholarship	\$0.00			0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00			0.00		
102	Donation- Christmas Giving	\$64.23			64.23		
103	Breakfast Expansion- YC	\$889.70		390.68	499.02		
104	Breakfast Expansion- No Kid Hungry	\$13.29			13.29		
107	Missoula Children's Theater	\$35.41			35.41		
110	Medicaid- MAC Reimbursement	\$3,075.80		206.46	2,869.34		
112	Snack Cart	\$3,084.08	\$ 69.65	406.99	2,746.74		
115	Exxon Mobile Grant	\$500.00			500.00		
116	Salesville Merchantile- School Store	\$572.42			572.42		
130	Textbook Donations	\$603.55			603.55		
137	Art	\$7,759.62			7,759.62		
144	Gym Renovation	\$250.00			250.00		
145	Miscellaneous	\$6,365.18	\$ 33.75		6,398.93		
147	Archery	\$0.00			0.00		
148	Green House	\$215.13			215.13		
149	Facility Rental	\$180.00			180.00		
151	PIE	\$0.00			0.00		
152	Madeline Grant	\$0.00			0.00		
153	One Class at a Time- HOLT	\$0.00			0.00		
155	Asthma Grant	\$367.23			367.23		
156	One Class at a Time- MATTHEWS	\$24.00			24.00		
157	One Class at a Time- RUBIO	\$250.00			250.00		
160	Library	\$4,012.53	\$ (20.99)		3,991.54		
162	FSA Excess Funds	\$11,344.74		776.98	10,567.76		
165	Mentor Program	\$0.00			0.00		
166	Primary Care Clinic- Nurse	\$95.56		60.05	35.51		
169	Pcard Rebate	\$463.89			463.89		
170	Technology Donations	\$206.47			206.47		
171	MEEA- Grant- Davis	\$300.00			300.00		
172	Madeline Mueller- School Culture	\$2,100.00		257.00	1,843.00		
193	Music	\$624.28			624.28		
194	Music-Band	\$5,548.06		248.66	5,299.40		
195	Book Fair	\$143.75			143.75		
212	OPI Kitichen	\$0.00			0.00		
329	State Grant	\$0.00			0.00		
412	TitleVI, REAP	\$0.00			0.00		
413	REAP (FY17)	-\$3,307.74	\$ 3,307.74		0.00		
420	Title I, Part A	\$0.00			0.00		
421	Title I (FY17)	-\$565.56		761.47	-1,327.03		
422	REAP (FY16)	-\$13,130.14			-13,130.14		
424	REAP (FY18)	\$0.00		649.92	-649.92		
456	CoOp Excess Funds	\$0.00			0.00		
650	Adult Education	\$508.43			508.43		
710	Field Trips	-\$5,603.83			-5,603.83		
<b>TOTALS</b>		<b>\$26,990.08</b>	<b>\$ 3,390.15</b>	<b>3,758.21</b>	<b>26,622.02</b>		<b>CROSS CHECK 26,622.02</b>

# 7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 10/25/2017

**From:**

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	\$8,762.00
Technology Fund	7790	128	-000-00-61-00-855	
Flex Fund	7790	129	-000-00-61-00-855	
Investment Fund	7790	140	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Investments Fund	7790	162	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Payroll Clearing Fund	7790	186	-000-00-61-00-855	
			Total	\$8,762.00

**To:**

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	\$8,762.00
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Flex Fund	7790	129	-000-00-53-00	
Investment Fund	7790	140	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Investments Fund	7790	162	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
			Total	\$8,762.00

# 7790 Gallatin Gateway Elem.

## Operating (Inter Fund) Transfers

Date: 10/31/2017

**From:**

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	\$2.99
Technology Fund	7790	128	-000-00-61-00-855	
Flex Fund	7790	129	-000-00-61-00-855	
Investment Fund	7790	140	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Investments Fund	7790	162	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Payroll Clearing Fund	7790	186	-000-00-61-00-855	
			Total	\$2.99

**To:**

General Fund	7790	101	-000-00-53-00	\$2.99
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Flex Fund	7790	129	-000-00-53-00	
Investment Fund	7790	140	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Investments Fund	7790	162	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
			Total	\$2.99

# 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	\$0.00	\$0.00	\$7,475.22	\$0.00	\$7,475.22	\$0.00	\$7,475.22
Class of 2018	\$3,176.89	\$0.00	\$0.00	\$3,176.89	\$0.00	\$3,176.89	\$0.00	\$3,176.89
Class of 2019	\$555.88	\$0.00	\$0.00	\$555.88	\$0.00	\$555.88	\$0.00	\$555.88
Class of 2020	\$2,534.29	\$0.00	\$0.00	\$2,534.29	\$0.00	\$2,534.29	\$0.00	\$2,534.29
Class of 2021	\$32.71	\$0.00	\$0.00	\$32.71	\$0.00	\$32.71	\$0.00	\$32.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	-\$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
	<b>\$14,054.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,054.28</b>	<b>\$0.00</b>	<b>\$14,054.28</b>	<b>\$0.00</b>	<b>\$14,054.28</b>

Balance as of:

July 31, 2017

DISTRICT CLERK

CARRIE FISHER



# 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	\$0.00	\$8,835.58	\$0.00	\$8,835.58	\$0.00	\$8,835.58
Class of 2018	\$3,176.89	\$0.00	\$0.00	\$3,176.89	\$0.00	\$3,176.89	\$0.00	\$3,176.89
Class of 2019	\$555.88	\$0.00	\$0.00	\$555.88	\$0.00	\$555.88	\$0.00	\$555.88
Class of 2020	\$2,534.29	\$0.00	\$0.00	\$2,534.29	\$0.00	\$2,534.29	\$0.00	\$2,534.29
Class of 2021	\$32.71	\$0.00	\$0.00	\$32.71	\$0.00	\$32.71	\$0.00	\$32.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	-\$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
	<b>\$14,054.28</b>	<b>\$1,360.36</b>	<b>\$0.00</b>	<b>\$15,414.64</b>	<b>\$0.00</b>	<b>\$15,414.64</b>	<b>\$0.00</b>	<b>\$15,414.64</b>

Balance as of:

August 31, 2017

DISTRICT CLERK




CARRIE FISHER

# 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	\$0.00	\$8,835.58	\$0.00	\$8,835.58	\$0.00	\$8,835.58
Class of 2018	\$3,176.89	\$0.00	\$0.00	\$3,176.89	\$0.00	\$3,176.89	\$0.00	\$3,176.89
Class of 2019	\$555.88	\$0.00	\$0.00	\$555.88	\$0.00	\$555.88	\$0.00	\$555.88
Class of 2020	\$2,534.29	\$0.00	\$0.00	\$2,534.29	\$0.00	\$2,534.29	\$0.00	\$2,534.29
Class of 2021	\$32.71	\$0.00	\$0.00	\$32.71	\$0.00	\$32.71	\$0.00	\$32.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	-\$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
	<b>\$14,054.28</b>	<b>\$1,360.36</b>	<b>\$0.00</b>	<b>\$15,414.64</b>	<b>\$0.00</b>	<b>\$15,414.64</b>	<b>\$0.00</b>	<b>\$15,414.64</b>

Balance as of ~~09/30/2017~~ 9/30/17

  
 DISTRICT CLERK                      CARRIE FISHER

# 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	\$1,300.00	\$0.00	\$4,476.89	\$0.00	\$4,476.89	\$0.00	\$4,476.89
Class of 2019	\$555.88	\$0.00	\$0.00	\$555.88	\$0.00	\$555.88	\$0.00	\$555.88
Class of 2020	\$2,534.29	\$0.00	\$258.86	\$2,275.43	\$0.00	\$2,275.43	\$0.00	\$2,275.43
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
	<b>\$14,054.28</b>	<b>\$2,660.36</b>	<b>\$6,594.44</b>	<b>\$10,120.20</b>	<b>\$0.00</b>	<b>\$10,120.20</b>	<b>\$0.00</b>	<b>\$10,120.20</b>

Balance as of:  
October 31, 2017



DISTRICT CLERK

CARRIE FISHER

November/December - as of November 9, 2017  
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  
Connie Evenson  
Jonathan Gans  
Kevin Germann  
Jennifer Gilbert  
Kalli Hendrickson  
Wendy Hourigan  
Kris Keller  
Spencer Kirkemo  
Jeff Krogstad  
Sasha Matsko  
Kelly McCloy  
Libby Michaud  
Darcy Nordhagen  
Brad Parsch  
Teresa Ann Quatraro  
Laura Quigley-Stephanik  
Tonya Scott  
Mariela Spinner  
Nicorie Steinpfad  
Barry Sulam

**Office/Clerical**

Connie Evenson

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

## Agenda Item: Non-resident Student Attendance Agreements

### Background:

Attendance agreements for 2017-2018 were sent home with students the week of May 2, 2017. Families were informed that the Gallatin Gateway School Board approves the attendance of out-of-district students at a regularly posted board meeting. Upon the principal's review of applications, using Policy 3025, the principal's recommendation will be made at the **May 17, 2017** and **June 19, 2017** regular Board meetings for currently enrolled students and at the August meeting for any new out-of-district enrollees (including Kindergarten).

At the May 17, 2017 regular meeting, the Board approved 10 attendance agreements.

At the June 27, 2017 board meeting, the Board approved 10 attendance agreements.

At the August 28, 2017 board meeting, the Board approved six attendance agreements.

At the October 11, 2017 board meeting, the Board approved two attendance agreements.

As of November 9, 2017, two additional attendance agreements have been received. These are for two current families who moved out of district after the start of school this year and would like to continue attending Gallatin Gateway School.

### Recommendation:

Approve attendance agreements for students who reside out-of-district and request continued enrollment for 2017-2018:

Grade level	Home School District	Status	Tuition
8	Bozeman	Current	\$0
5	Belgrade	Current	\$0

### Motion:

to approve the following Discretionary Non-resident Student Attendance Agreements for the 2017-2018 school year:

Grade level	Home School District	Status	Tuition
8	Bozeman	Current	\$0
5	Belgrade	Current	\$0

## November 2017 Superintendent's Report:

### Enrollment Summary as of 11/01/2017:

<b>Grade</b>	<b>Total</b>	<b>Boys</b>	<b>Girls</b>	<b>Out of District</b>
<b>K</b>	20	11	9	4
<b>1</b>	17	9	8	5
<b>2</b>	15	8	7	2
<b>3</b>	22	13	9	6
<b>4</b>	17	9	8	4
<b>5</b>	22	10	12	4
<b>6</b>	20	12	8	6
<b>7</b>	5	3	2	1
<b>8</b>	12	5	7	0
<b>Total</b>	<b>150</b>	<b>80</b>	<b>70</b>	<b>32</b>

### Progress on 2016-2017 Gallatin Gateway School District Goals

- I. Gallatin Gateway School Board will demonstrate excellence in governance.**
  - a. Upcoming Training Opportunities:
    1. School Law and Technology Symposium (Dec 4-5 @ Helena)
  
- II. Gallatin Gateway School Board will develop and maintain a safe and secure facility and grounds.**
  - a. Granite Technology has installed a phone in the front entryway. We continue to have some issues with the system and the progress is ongoing.
  - b. The gym heaters are working like a dream! It feels so wonderful to walk into a 65-degree gymnasium on a cold day.
  - c. We haven't hooked into the sewer system. It sounds as though the final hook up is coming very soon. Perhaps in the next week.
  
- III. Gallatin Gateway School Board will maintain and provide high quality educational services.**
  - a. Mentor teachers did an excellent job of helping the new teachers through the first quarter, as well as, the report card process. Way to go mentor teachers!
  
- IV. Gallatin Gateway School Board will promote the development of the whole child.**
  - a. Our MTSS Leadership Team has been meeting monthly. We are working on refining school-wide expectations for positive behavior.

- V. **Gallatin Gateway School will develop and implement effectiveness of building trust and communicating within the Gallatin Gateway community.**
- a. I have attached correspondence from David Loseff regarding the development of Gateway Village for your information.
  - b. Thank you to Mrs. Fisher for sending the website surveys out to the community.

### Upcoming Events

1. Science Olympiad – (@ MSU Nov 21)
2. Thanksgiving – (No School Nov 22-24)
3. Expedition Yellowstone (Nov 27 – Dec 1)
4. Superintendent/Parent Meeting (Nov 27 @ 6:00)
5. Bobcat Basketball Day (Nov 29)
6. Winter Program (Dec 19 @ 6:30)

### Additional Information

Gallatin Gateway School will be participating in Bobcat Basketball Day on November 29. Our students will be traveling to MSU for a basketball game against Wyoming. The game starts at 11:00 and all schools receive free admission. There will be activities through the game. This is the first year that MSU is offering the activity.

Our fall parent/teacher conferences were a success. We went the evening of November 8 and 9 and were able to see over 90% of families during that time. The remaining 10% were rescheduled to meet with their child's teacher at another time.

I would like to give a big thank you to Mrs. Krogstad and Ms. Jaeger for their work on this year's Veterans Day program! Way to go!

Finally, thank you Mr. Shockley for his work on putting together a grant for our archery program. The grant was submitted last week and we will know soon if we received an award.

November 9 was Ms. Gerl's last day of work at GGS. I would like to wish her the very best on her new adventure.

# Adult Education Fund

The Adult Education Fund is guided by MCA 20-7-705 and was established to provide any area of instruction approved by the trustees, including basic and secondary general education and vocation/technical education for persons 16 years of age or older who are not regularly enrolled, full-time pupils. This is a permissive levy.

## What is the purpose of the Adult Education Fund?

The Adult Education Fund is used to finance the instruction of persons 16 years of age or older who are not regularly enrolled, full-time pupils for the purposes of ANB computation. (MCA 20-7-701)

## Valid Expenditures:

- “The instruction of persons 16 years of age or older who are not regularly enrolled, full-time pupils for the purposes of ANB computation.”
- Salaries for instructors
- Supplies necessary for instruction in the class, but not for projects taken home by the students

## Common Coding:

Fund: 117 Elementary Adult Education  
 Program: 600 Adult Education Programs (GGS uses 610)  
 Function: 1000 Instruction  
 Object Codes: All Object Codes  
 Revenue Source: 1340 Fees for Adult Education

## Reserve Limit:

- 35% of ensuing year’s budget (MCA 20-7-713)

## History of the Adult Education Fund at Gallatin Gateway School:

Year	Reserves	% of Adopted Budget Reserved	Unreserved Fund Balance Appropriated	District Mill Levy	Adopted Budget	% Change	District Mills
17-18	\$6,333.69	35%	\$18,158.06	\$0.00	\$18,158.06	-13.5%	0.00
16-17	\$7,350.00	35%	\$11,715.09	\$9,284.91	\$21,000.00	-26.3%	1.73
15-16	\$9,975.00	35%	\$19,231.29	\$9,268.71	\$28,500.00	0%	1.87
14-15	\$8,000.00	28.07%	\$406.38	\$28,093.62	\$28,500.00	- 5%	5.91
13-14	\$8,500.00	28.33%	\$6,673.50	\$23,326.50	\$30,000.00	+20%	5.06
12-13	\$8,233.57	32.93%	\$0.00	\$24,100.00	\$25,000.00	+43%	5.45

\*\* Gallatin Gateway School Board established the Adult Education Fund in 2004-2005 (FY05)

## Developing the Budget:

- Fund Balance re-appropriated
  - (Year End Cash Balance)
- +Non-Levy Revenues
  - Including Student Fees
- +Local Levy
  - Permissive Levy
  - Can levy an unlimited number of mills

## What is currently paid from the Adult Education Fund?

- Superintendent’s Salary (and workers’ compensation cost)- approx.. 1% (\$71.11/month)
- Adult Education Coordinator Stipend- \$2125/year (paid to two individuals-- \$575 and \$1550)
- Compensation for Adult Education Instructors
- Supplies and materials as necessary/appropriate
- Equipment/technology as appropriate
- Portion of monthly invoices (i.e. water tests, custodial services, power/heat, trash, etc)



### Item for Information: Strategic Planning:

- The current strategic plan for Gallatin Gateway School District #35 was adopted in 2013 and expires in 2018.
- The GGS Board of Trustees has established a goal for the 2017-2018 academic year stating, “The Board will collect the necessary information for the revision of the 5 Year Strategic Plan”.
- On Tuesday, September 12, 2017, I sent the following email to area superintendents:
  - o “Greetings Colleagues! Gallatin Gateway School District is nearing the end of our 5-year plan and would like to completely revise our plan for the next 5 years. Have any of you recently gone through this process? If so, who did you use and what was the cost? Finally, were you satisfied with the end result? Thanks for your input and have a great day!”
- I received replies from Big Sky, Three Forks, and Ennis.
  - o Big Sky – Used Carney Sando and Associates – Initial plan was \$18,000 plus expenses and follow up meetings are \$4,500/day plus expenses. They were very satisfied with the quality of work performed by Carney Sando and Associates.
  - o Three Forks – Used MTSBA, but did not provide the amount. They were satisfied with the work conducted by MTSBA.
  - o Ennis – Used Deb Silk from MTSBA – 12 hours of training was roughly \$2,500. They were also very satisfied with the work conducted by MTSBA.
- We currently have a contract proposal from MTSBA for the amount of \$2,000 to review and revise our 5-year strategic plan.

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**MONTANA SCHOOL BOARDS ASSOCIATION  
STRATEGIC PLANNING AGREEMENT**

THIS AGREEMENT is entered into by and between Montana School Boards Association ("MTSBA") and the Gallatin Gateway School District ("the District").

At the request of the District, MTSBA agrees to conduct the following Strategic Planning sessions with the District and in-house work according to the terms and conditions set forth hereinbelow:

Strategic Planning Facilitator(s): TBD  
Date and Time of Strategic Planning Session(s): TBD  
Location: Gallatin Gateway School District  
Number of Anticipated Hours: 12  
Fee (not including time spent on in-house drafting and travel expenses): \$2,000

The Fee referenced above includes the following services:

- Three (3) on-site visits to the District of up to 4-hours

In addition to the fees referenced above, the District agrees to pay for the travel expenses of staff, including mileage, meals, hotels, etc. The District further agrees to pay an hourly fee of \$125 per hour for any in-house work as a result of or in preparation for strategic planning sessions with the Board, including but not limited to, media analysis, compiling the work of the District, preparing a draft Strategic Plan for the District review and finalization. It is understood between the parties, that MTSBA acts as a consultant and facilitator during this process and that the Strategic Plan and its components are the work of the District, not MTSBA.

**Maintenance Services.** Commencing with the execution of this Agreement, the District will automatically become a member of MTSBA's Strategic Planning Maintenance Program for an initial period of five (5) years. As part of MTSBA's Strategic Planning Maintenance Program, the District will be provided with an annual on-site visit of up to four (4) hours for the purpose of assisting the District with reviewing the progress made under the Plan and updating the District's Strategic Plan. The initial annual fee for MTSBA's Strategic Planning Maintenance Program is \$600. For every year thereafter, the annual maintenance fee will increase by CPI-U. At the conclusion of the five year period, the District and MTSBA may extend the maintenance part of this agreement for another five (5) years and beyond if agreed to between the parties.

The District further agrees that should the total number of hours that MTSBA staff members meet with the board of trustees, administration and/or staff exceed that as anticipated and stated above, the District will pay for the total number of hours that the MTSBA staff members actually meet with the District based upon the above-referenced fee schedule.

The District further agrees that in the event the MTSBA presenter(s) incur travel expenses (i.e. mileage, meals, hotel, etc.) but are unable to present as scheduled due to unforeseen circumstances beyond the control of MTSBA, the District agrees to pay any and all such expenses.

The District agrees to pay for all costs and expenses within thirty (30) days of the date the District is billed.

Dated this 15<sup>th</sup> day of November, 2017.

MONTANA SCHOOL BOARDS ASSOCIATION

By \_\_\_\_\_  
Lance Melton; Executive Director

By Donna Shockley  
Gallatin Gateway School District



Carrie Fisher <fisher@gallatingatewayschool.com>

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## Fwd: MTSBA Strategic Planning Services

Donna Shockley <shockley@gallatingatewayschool.com>

Thu, Jul 13, 2017 at 1:47 PM

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

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

From: **Karla Smerker** <ksmerker@mtsba.org>

Date: Thu, Jul 13, 2017 at 11:48 AM

Subject: MTSBA Strategic Planning Services

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

Cc: Debra Silk <dsilk@mtsba.org>, Joe Brott <jbrott@mtsba.org>

Donna,

Thank you for inquiring about MTSBA's strategic planning services. We would welcome the opportunity to assist your District in its development of a Strategic Plan. The following are details of our facilitated strategic planning process, the purpose of which is to assist school districts identify long-term goals and to establish a roadmap to guide the District in identification of priorities, alignment of the District's resources with the strategic priorities identified and development of a process to guide the District in following through on identified strategic goals using a knowledge-based decision making process in order to enhance student achievement in the District. The following outlines the anticipated work of the District and the estimated time to get through each strategic planning session:

### In-District Session #1 -- (Estimated time: 3 hours)

The focus of this session will be working with the Board and staff leadership team to introduce the strategic planning process and what we intend to accomplish over the course of the process. We will also begin work on development of the District's Timeless Core Ideology. This will require the Board, staff leadership team and other participants to identify: (1) the Core Purpose of your District, and (2) Core Values of the District. During this process we will review any existing Mission Statements to determine if such Mission Statement remains relevant or if we need to re-identify what makes your District unique from all other school systems.

### In District Session #2 -- (Estimated time: 3 hours)

The focus of this session will be development of a 15-20 year Envisioned Future (Long Term Goal), including vivid descriptions of what the future success of your District would look like. Once we identify the District's Envisioned Future, we will identify anticipated barriers to the desired future success of the District by examining macro-environmental issues that will affect the success of the your District. This includes an analysis of demographics, business and economic climate, science and technology, legislation and regulation, politics and social values. With each of these areas, you will identify the current realities, trends and then you will make assumptions about the future in each of these areas. This exercise and the issues identified by the District will help the District in overcoming barriers and provide a bridge from the District's identified Envisioned Future (Long Term Goal) to identified Shorter-Term Goals.

### In-District Session #3 -- (Estimated time: 3 hours)

This focus of this session will be identifying 3-5 core goals of the District and development strategic objectives under each goal area that will serve as priorities over the course of the next 2 years.

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Once we get through the above 3 sessions, MTSBA will provide an initial draft of the Strategic Plan for the District's review. You will want to ensure that you inform staff, students, parents and the community of the work of the District and provide a method for distribution of the Draft Strategic Plan and a process for obtaining feedback before finalization and adoption of the Strategic Plan by the Board. Once the Strategic Plan has been adopted, the next step will be development of staff/board action plans as necessary to conform to the strategies identified in the Strategic Plan.

Annual Update — (Estimated time: 3 hours)

As part of our Strategic Planning services, we will assist the District in its annual update of the Strategic Plan by making an on-site visit to your District annually to facilitate a session for the purposes of (1) discussing the progress made under the Strategic Plan, and (2) updating the Strategic Plan and ensuring that it remains a living, contemporary governance tool that continues to move your District forward.

We can also customize this service to meet the needs of your District, including but not limited to assisting with the development of action plans or training the board on the use of a knowledge-based decision making process. I have attached our Strategic Planning Service Contract for your review. If you or anyone in your District would like to visit with someone who has been through the process, I would encourage you to visit with Lance Voegele, the Board Chair in Belgrade (570-8925), Casey Klasna, the Superintendent in Ennis (682-4258), or Jory Thompson from Fort Benton (622-3761).

As always, please let me know if you have any questions.

Karla Smerker, CP

Director of Administrative Services/Paralegal

863 Great Northern Blvd., Suite 301

Helena MT 59601

Phone: 406-442-2180

Fax: 406-442-2194

ksmerker@mtsba.org



Gallatin Gateway SP 7-13-17.pdf

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## Agenda Item: District Website

### Background:

- The last time the District website was updated and given a “facelift” was 2008-2009 and was designed by Chris Grinnell of Bearing the Light LLC in Bozeman
- At the time, it incorporated good technology, but since then, there has been a change in how people view websites as well as what they use them for. For many sites today, the vast majority of their viewers come to their website via a mobile device (generally, a cell phone)
- The GGS website currently does not comply to ADA standards to ensure user-friendliness for individuals with disabilities. To comply with the standards it would take some significant adjusting.
  - See attached documents regarding ADA
    - Montana School Property and Liability Insurance Plan- *Laws Regarding Website Accessibility and Suggestions on How to Minimize Liability*
    - MTSBA Question of the Week- *How should school district officials ensure the website is accessible to individuals with disabilities?*
- It would take as much time, or more, to retrofit the current site than to create a completely new ADA and mobile-friendly website.

### Where are we now?

- Ongoing discussion item at monthly Superintendent parent meetings (Sept, Oct., and Nov.)
- Feedback from staff, parents, and community is being sought regarding the current website and future needs.
  - Individuals from each group (staff and parents/community) were invited via email to take an online survey on Wednesday, November 8, 2017.
  - The surveys close at 8am on Monday, November 13.
  - Results of the surveys will be reviewed & discussed Wednesday, Nov 15 (enclosed).

### What's next?

- The information obtained from the surveys will be used to provide direction in the redesign and/or update of the website.
- A quote will be obtained for the update and/or redesign of the site once we know what kind of changes and/or redesigns the District would like to pursue.
- It is the hope of the Administration and Business Manager to obtain a quote and have it available for consideration at the December 18 regular meeting. At this time, the plan is to have a recommendation and quote for the Board.
- At this time, it is anticipated that following options would be considered by the Board:
  - move forward with the recommended updates and/or redesign immediately,
  - wait until the next fiscal year to make recommended updates and/or redesign, or
  - maintain the current site with no changes.

### Points of Discussion

- Does the Board have any feedback, requests, and/or suggestions regarding the District website?
- Does the Board require any additional information to be able to make an informed decision at the December 18 meeting?

## Montana Schools Property and Liability Insurance Plan

# HOT TOPIC OF THE WEEK

### Laws Regarding Website Accessibility and Suggestions on How to Minimize Liability

The following is a summation of the current state of the law regarding website accessibility and some suggestions about how to minimize liability. Because school districts provide important information to students, parents, and the public via the internet, schools must give persons with disabilities equal access to information on their websites just as schools ensure facilities are accessible to wheelchairs.

I. WEBSITE ACCESSIBILITY: Disabled people can perceive, understand, navigate, and interact with the school's website to the same extent as persons without disabilities.

Inaccessibility affects the following individuals most acutely:

- Blind users (using screen reader software): requires properly embedded descriptions for website images; cannot navigate by mouse
- Low Vision Users: color contrast issues; difficulties with non-adjustable font or screen size
- Limited Manual Dexterity: cannot navigate by mouse; need speech recognition and/or keyboard alternatives
- Deaf or Hard of Hearing: difficulty with non-transcribed audio features

II. APPLICABLE LAWS AND REGULATIONS: Although not specifically stated in Section 504 and the ADA, public entities must make its website accessible to individuals with disabilities just as they are required to make all activities, facilities, and services accessible.

- A. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and its implementing regulations, 34 C.F.R. Part 104. [Also consider IDEA and state rules regarding assistive technology.]
- B. Title II of the Americans with Disabilities Act, as amended, 42 U.S.C. §12131 et seq. and its implementing regulations, 28 C.F.R. Part 35. The regulation contains a specific requirement for communication: take appropriate steps to ensure that communications with applicants, participants, members of the public, and companions with disabilities are as effective as communications with others. 28 C.F.R. §35.160(a)(1). This general requirement applies to websites as well as all other types of communication.

“A public entity shall furnish appropriate auxiliary aids and services where necessary to afford qualified individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public

entity.” 28 C.F.R. §35.160(b)(1) “In determining what types of auxiliary aids and services are necessary, a public entity shall give primary consideration to the requests of individuals with disabilities.” 28 C.F.R. §35.160(b)(2).

- C. Guidance from the U.S. Department of Justice (June 2003), “Accessibility of State and Local Government Websites to People with Disabilities”: ADA and Section 504 require equal access, unless that would entail a fundamental alteration or undue burden. <https://www.ada.gov/websites2.htm>
- D. Guidance and Dear Colleague Letters from the U.S. Department of Education, Office of Civil Rights (June 2010 and May 2011): the type of technology does not matter—the K-12 school’s obligation to make information accessible applies to all types of technology.
- <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-20100629.pdf>
  - <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201105-ese.html>
  - OCR’s Frequently Asked Questions”:  
<https://www2.ed.gov/print/about/offices/list/ocr/docs/dcl-ebook-faq-201105.html>
- E. Expected in May 2017: New Department of Justice Rules regarding website compliance with the ADA. It is anticipated that entities will have two years after final adoption to comply. <https://www.gpo.gov/fdsys/pkg/FR-2016-05-09/pdf/2016-10464.pdf>;  
<https://www.federalregister.gov/documents/2016/05/09/2016-10464/nondiscrimination-on-the-basis-of-disability-accessibility-of-web-information-and-services-of-state>
- F. Recent cases: *Martin v. Metropolitan Atlanta Rapid Transit Authority*, 225 F.Supp.2d 1362 (N.D. Ga. 2001)(court granted injunctive relief to plaintiffs with mobility and vision-related disabilities—MARTA failed to provide adequate communications, formats, and technology to allow disabled users to obtain information and services); *National Association of the Deaf v. Massachusetts Institute of Technology and Harvard University*, (D.Mass. Feb. 9, 2016)(striking the appropriate balance between accommodating the rights of Plaintiffs and not unduly burdening [the universities] requires a fact intensive inquiry that is not suitable for resolution on a motion to dismiss.)

III. STANDARDS FOR ACCESSIBILITY: The widely-accepted standard for accessibility is the Web Content Accessibility Guidelines 2.0 Level AA, published by the World Wide Web Consortium in December 2008. <https://www.w3.org/WAI/intro/accessibility.php>. Key principles:

- A. Understandable: text is readable and understandable and the webpage assists users in avoiding or making mistakes.
- B. Robust: webpage maximizes compatibility with current and future user tools
- C. Perceivability: The ability of a disabled user to see or hear content; webpage provides transcripts of audio-only content; webpage provides captioning and audio-described video content.
- D. Operable: Disabled users can utilize all functionality (all functionality is available from a keyboard); disabled users have enough time to read/hear and use content; webpage does not use content that causes seizures; webpage provides help for users to find and navigate content.

IV. RESOURCES:

- A. *ADA Best Practices Tool Kit for State and Local Governments*, U.S. Department of Labor, Chapter 5: <https://www.ada.gov/pcatoolkit/chap5toolkit.htm>
  - Make sure any images on a webpage has a text equivalent
  - Make sure documents are posted in an accessible text-based format (for example, pdf documents are not accessible to blind people using screen readers or low-vision individuals who use text enlargement programs)
  - Avoid dictating colors and font settings for web pages
  - Posting videos and other multimedia must have accessible features or include audio descriptions and captions.
- B. Ideas and tools can be found here: Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA). Or here: National Center on Disability and Access to Education.
- C. See examples of OCR Resolution Agreements and issues that have been addressed:
  - <http://www2.ed.gov/about/offices/list/ocr/frontpage/faq/readingroom.html>. Click on “case resolutions”. Search for “website” or “web content”.



- <http://www.ed.gov/news/press-releases/settlements-reached-seven-states-one-territory-ensure-website-accessibility-people-disabilities>

V. BEST PRACTICES: Take all possible steps to make websites accessible or provide information on your website in different formats to accommodate all individuals' needs. Until the federal regulations are adopted, consider the following:

- A. Implement industry standards (WCAG 2.0 guidelines)
- B. Inquire of the public and your constituents, "How is our website? Can you use it? Do you have problems with it?" Make changes and document the comments and your responses.
- C. Train administrators and staff on the importance of website accessibility and their roles in communicating with constituents and being pro-active in (1) finding solutions for problems, (2) passing on complaints, suggestions, and information to IT departments and web developers, and (3) implementing changes.
- D. Require that accessibility be a requirement when entering into contracts with website vendors. Include that in your RFPs.
- E. Consider hiring a consultant or firm to conduct an audit—but be careful, this can be expensive and may not accomplish what you need done or may create a false sense of security for a very high price.
- F. Research tools and checklists that web developers can use to check websites for accessibility; conduct usability testing. Example: WebAIM (Web Accessibility in Mind) based at Utah State University in Logan, Utah. This organization has tools and checklists that web developers can use to check websites for accessibility, including "WAVE", a web accessibility evaluation tool, and its accompanying website, "Identifying Web Accessibility Issues".

This is an evolving subject, even though the underlying laws have been around a long time. In the summer of 2016, OCR was handling 227 claims, and more and more claims are being filed. Some schools have spent over half a million dollars in fees, costs, damages, and re-tooling. No one should take this lightly.

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**Information courtesy of Marilee Duncan- Attorney At Law- Felt, Martin, Frazier and Weldon, PC.**

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August 11, 2017

Welcome to *Question of the Week*. Each week the Montana School Boards Association will provide a briefing on a legal issue facing Montana's school districts. If you would like to submit a question, please contact MTSBA.

**Question:**

How should school district officials ensure the website is accessible to individuals with disabilities?

**Response:**

Every school district is required to ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology.

In order to make sure all people have the inclusive opportunity to access information delivered through electronic and information technology, all pages on a district's website should conform to the latest web accessibility guidelines. This ability to access a district's web presence works to make sure no individuals are excluded from participation in any District programs, services, and activities delivered online. This requirement does not apply when a school district can demonstrate that bringing the district's website into compliance would impose an undue burden or create a fundamental alteration.

Any official school district web presence which is developed by, maintained by or offered through third party vendors and open sources, must be in compliance with the provisions of the Americans with Disabilities Act, Section 504, and Title II. This compliance helps make sure students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and access the same services within the same period as those individuals without disabilities.

School districts should have a designation on the website homepage and all subsidiary pages noting the compliance with accessibility guidelines and the applicable laws. The designation should also inform students, parents, or citizens about the proper methods to submit a complaint or grievance to a school administrator regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the District, third party vendors and/or open sources.

Finally, school districts should develop and deliver training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. These employees will be responsible for reviewing and evaluating new material that is published on the school district website for accessibility on a periodic basis. Any non-conforming webpages should be corrected in a timely manner.

Accessibility to a school district's website is important for students to receive education services, parents to be involved in their child's schooling, and citizens to be informed about the operations of their school district. School districts have a legal obligation to review and update their web presence to ensure all pages on the site are accessible unless such an update would create an undue burden. MTSBA is working to help districts address this issue and is developing a model and best practice guidance that will be available to school districts. Please contact MTSBA if you have further questions about website accessibility.

Kris Goss  
Senior Counsel/Outreach Manager

# Parent/Community Website Survey Results

## November 2017

### Gallatin Gateway School Website- Parents/Community

Created: 10/10/2017 | Modified: 11/13/2017

28  
Responses

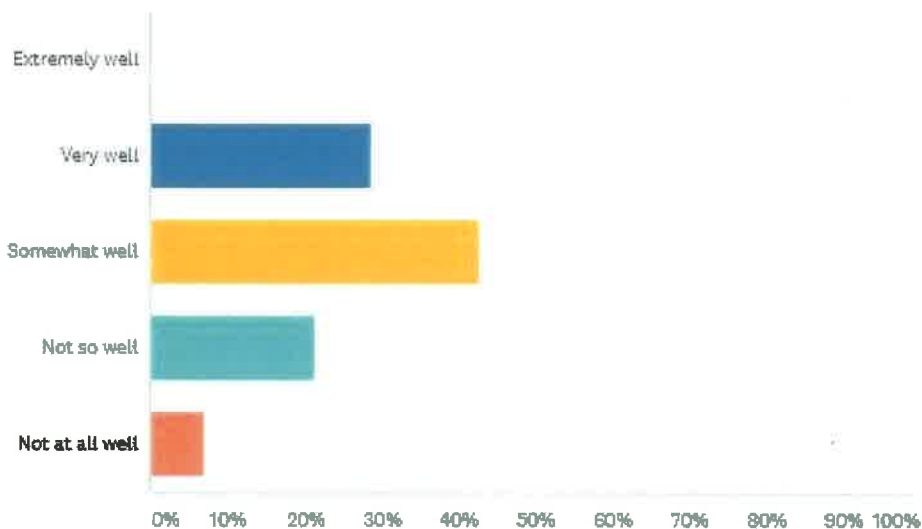
100%  
Completion rate

2 mins  
Typical time spent

### Question 1:

Overall, how well does the Gallatin Gateway School website meet your needs?

Answered: 28 Skipped: 0

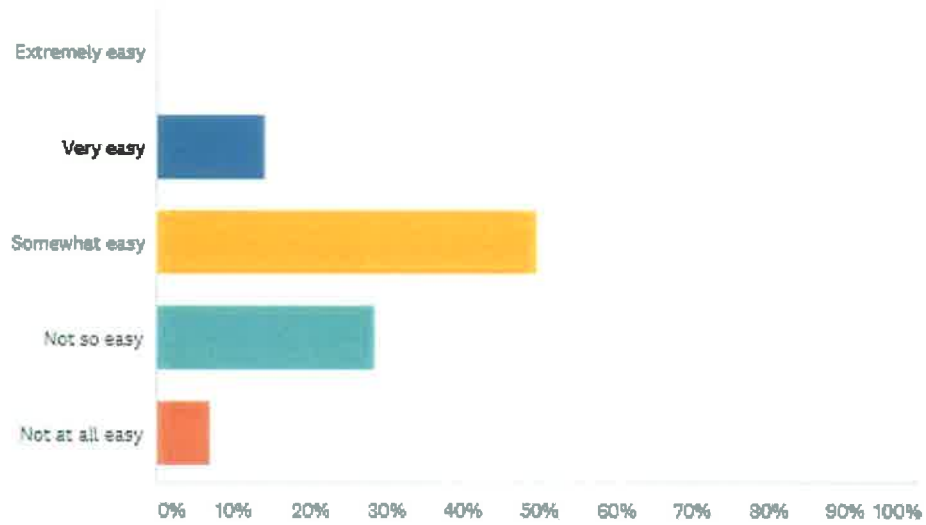


ANSWER CHOICES	RESPONSES	
Extremely well	0.00%	0
Very well	28.57%	8
Somewhat well	42.86%	12
Not so well	21.43%	6
Not at all well	7.14%	2
<b>TOTAL</b>	<b>28</b>	

## Question 2:

How easy was it to find what you were looking for on our website?

Answered: 28 Skipped: 0

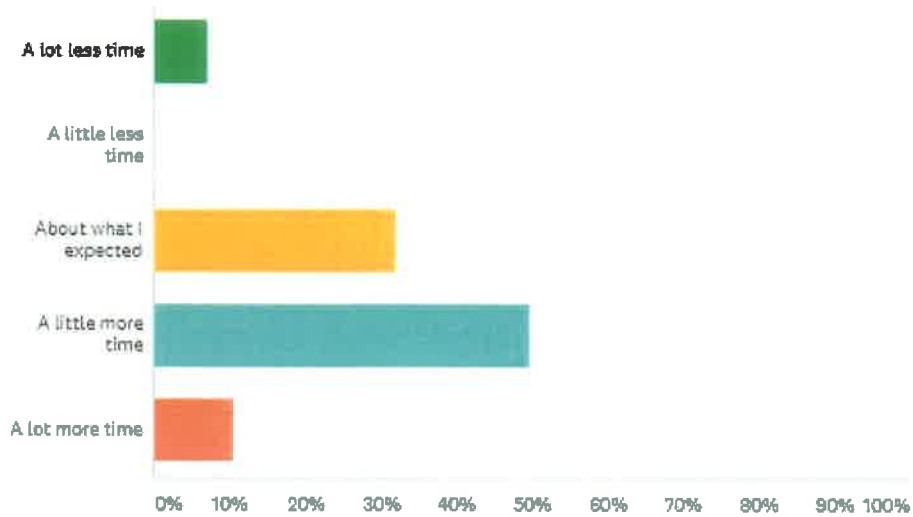


ANSWER CHOICES	RESPONSES	
Extremely easy	0.00%	0
Very easy	14.29%	4
Somewhat easy	50.00%	14
Not so easy	28.57%	8
Not at all easy	7.14%	2
<b>TOTAL</b>	<b>28</b>	

### Question 3:

Did it take you more or less time than you expected to find what you were looking for on our website?

Answered: 28 Skipped: 0



#### ANSWER CHOICES

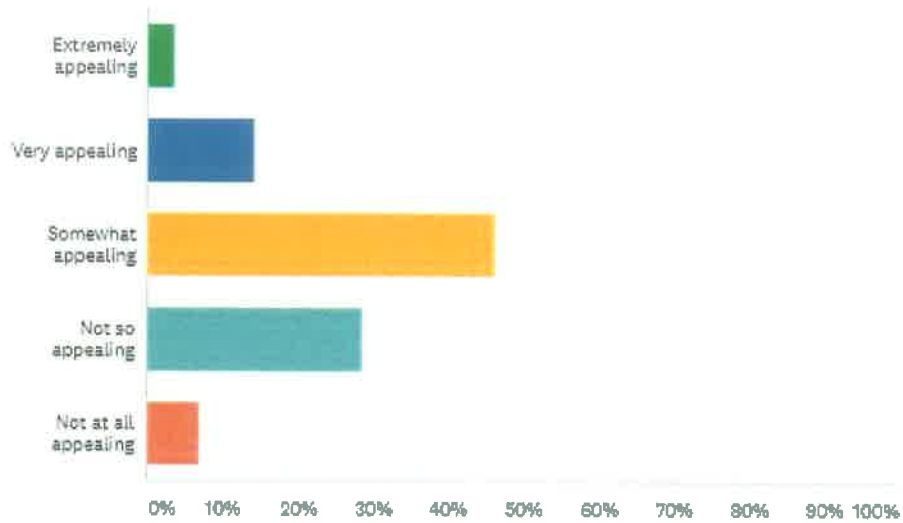
#### RESPONSES

ANSWER CHOICES	RESPONSES	
▼ A lot less time	7.14%	2
▼ A little less time	0.00%	0
▼ About what I expected	32.14%	9
▼ A little more time	50.00%	14
▼ A lot more time	10.71%	3
<b>TOTAL</b>	<b>28</b>	

## Question 4

How visually appealing is our website?

Answered: 28 Skipped: 0



### ANSWER CHOICES

Extremely appealing

Very appealing

Somewhat appealing

Not so appealing

Not at all appealing

TOTAL

### RESPONSES

3.57%

14.29%

46.43%

28.57%

7.14%

28

1

4

13

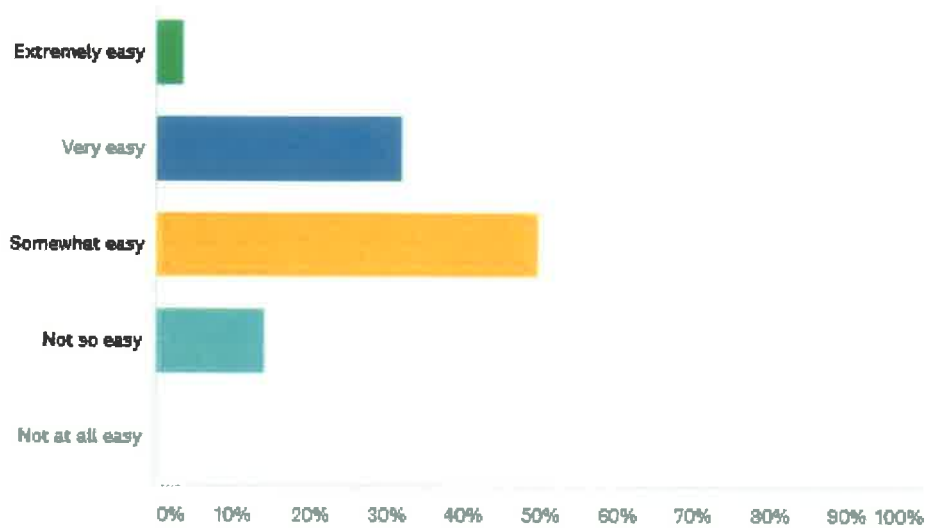
8

2

## Question 5:

How easy is it to understand the information on our website?

Answered: 28 Skipped: 0

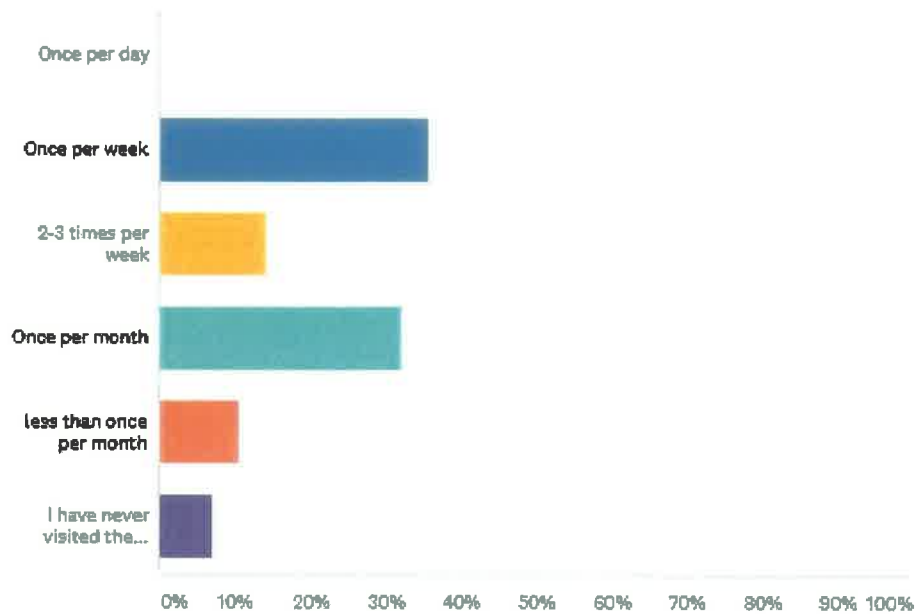


ANSWER CHOICES	RESPONSES	
Extremely easy	3.57%	1
Very easy	32.14%	9
Somewhat easy	50.00%	14
Not so easy	14.29%	4
Not at all easy	0.00%	0
<b>TOTAL</b>	<b>28</b>	

## Question 6:

I visit the website:

Answered: 28 Skipped: 0



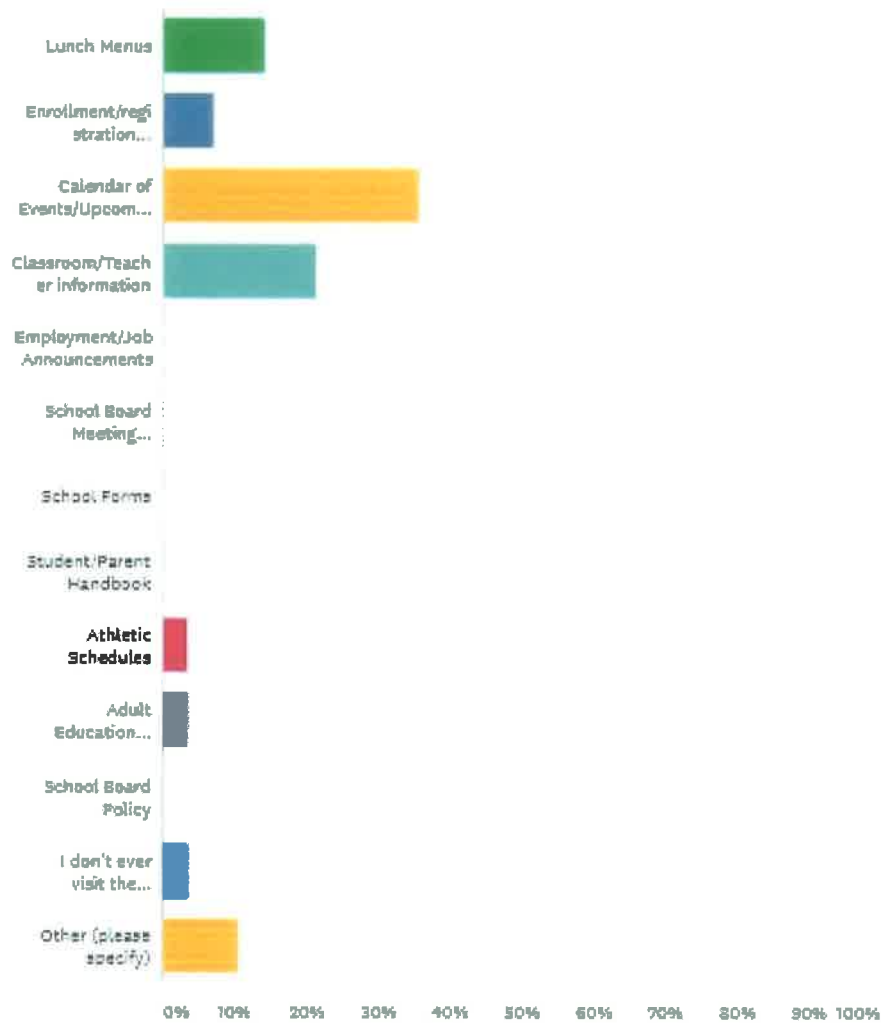
ANSWER CHOICES	RESPONSES	
Once per day	0.00%	0
Once per week	35.71%	10
2-3 times per week	14.29%	4
Once per month	32.14%	9
less than once per month	10.71%	3
I have never visited the Gallatin Gateway School website	7.14%	2
<b>TOTAL</b>		<b>28</b>



## Question 7:

When I visit the website I am usually looking for:

Answered: 28 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Lunch Menus	14.29%	4
▼ Enrollment/registration information	7.14%	2
▼ Calendar of Events/Upcoming Events	35.71%	10
▼ Classroom/Teacher information	21.43%	6
▼ Employment/Job Announcements	0.00%	0
▼ School Board Meeting Information	0.00%	0
▼ School Forms	0.00%	0
▼ Student/Parent Handbook	0.00%	0
▼ Athletic Schedules	3.57%	1
▼ Adult Education Information	3.57%	1
▼ School Board Policy	0.00%	0
▼ I don't ever visit the website	3.57%	1
▼ Other (please specify)	Responses 10.71%	3
<b>TOTAL</b>		<b>28</b>

### Question 7 (continued)- OTHER responses:

1. I visit for multiple reasons listed above, not just one but only allowed to select one.
2. Several of the above listed items...menus, calendars, events, schedules
3. Won't let me select more than one option- Menus, Calendar, Classroom/Teacher info, Forms, Athletic schedules/info, Board info, Superintendent's Blog, Powerschool, AR Quizzes, Field Trip info, Adult Ed Classes

### Question 8- Do you have any other comments about how we can improve our website?

1. show pictures of teaching
2. Please update more often, especially sports schedules, etc.
3. It's a bit busy and some of the information is pretty dated, but in general it's easy enough to find what I'm looking for when I visit.
4. So much of the information is grossly outdated that it is unclear what is accurate. Also, if certain aspects of the website are no longer going to be utilized, please archive them. One is thinking that they are going to see current information, but what they get is something from 4 years ago. Also, the organization is a bit puzzling. The topics listed on the previous screen might serve as a better outline/data model than the current website's outline/data model. Thank you for dealing with the website problems. It is definitely time.
5. There is a lot of information on the site, much of which is outdated however. Less is more if its kept simple, up to date and concise. Current forms, menus, and calendars/schedules important. The school sends out a lot of emails so I don't have to visit the site too often. :)
6. Please update the menus, as it is November 9 but October's menu is still on the main page :(
7. The most important thing is to make sure it is updated so that all information, menus, schedules etc. are current. It is useless to open a drop down and have it be old information.
8. keep the website updated with current events, sports dates, meetings, etc. A current monthly calendar would be fabulous. the board meetings need to be easier to find.
9. There is too much going on on the home page. All the tabs should be at the top, not on the top and side. Some links have nothing when you click on them. The website looks outdated. I am glad it is getting a revamp.
10. The school website desperately needs updating and I'm glad you're working on it. I know it is a huge undertaking to update and/or rebuild a website. Thank you! There are few things more frustrating than trying to find current information on a website and everything is several years old. There are press releases, documents, homework assignments, etc dating back to 2012 that need to be brought up to date. Several of the pages have items from 2013-2014, but nothing current. The photos need to be made current as well. Several photos are of students who are no longer at Gateway, many of which are in high school. Two of the new teachers (Senenfelder and Dieter) still don't have any biographical information or a photo on their page. It would be nice to have the same format and photos of each teacher on their pages. The Superintendent's Blog hasn't been updated since last May. You might look into using WordPress as the web host. They are very good, user friendly, and eye-appealing. Please work on consistency on all of the pages (i.e. same layout, fonts, font sizes, etc) to make it look more

appealing. Please add the schedules for each of the athletic activities (i.e. when practices start, game schedules, team photo dates). Additionally, it would be nice to have links to all of the partner organizations (i.e. PIE, Boosters, GYG, Foundation). You might want to consider putting forms into a Google form (i.e. field trip permission slips) and having the link on the site. Again, thank you for working to improve the website. We appreciate it and all of you!

11. There is lots of old or outdated info in the website and it needs to be deleted and or replaced.
12. A Visitor should not have to click off of the homepage to find the school's basic contact information of primary phone number(s) and address. - A dynamic, up to date calendar of events should be prominently featured on the homepage. It'd be fantastic if this calendar also included other Gallatin Gateway community events (i.e. GYG, PIE, GGS Foundation, WWLA, etc.). The more valuable a resource our school's website is for both school families and those without students, the more frequently people will visit it - therefore drawing in the community involvement we are consistently talking about wanting. - When the school has been covered in the press, be it on KBZK, the Bozeman Daily Chronicle, another website, etc., the appropriate link/photo/video should be displayed on the website (perhaps on the Homepage or News page). Families shouldn't have to visit sites/sources outside of the GGS website to read about GGS happenings, events, and election results that directly effect our school community. (Though it's not up to date, Bozeman Public Schools has something along this line at the bottom of their Homepage. <http://www.ksd140.org/> also provides a good example at the bottom of their Homepage.) - I'd love if each teacher/class had a page where I could access teacher contact info/bio/photo, read about what each grade level is doing, see class photos, etc. and also access pertinent documents and information for that specific grade/class. - A tab on the homepage for Volunteering would be a great way to encourage community involvement and would easily provide information regarding areas of need. Ex: <https://www.dpsnc.net/domain/133> - Our school's Mission Statement should be on the Homepage. - A single software program that seamlessly integrates into our website (to replace the multiple software packages we currently utilize - i.e. PowerSchool, RevTrak...) seems like it would be more efficient and user-friendly - for both families and staff (rather than having to log-in to multiple programs for various tasks). - Love the background videos on this school district's site: <https://www.barrington220.org/barrington220> & the staff profile video School District 59 did in 59 seconds here: <http://www.ccsd59.org/news/mark-schwarz-59-in-59> (GGS District 1 in 1 minute?) <https://www.campussuite.com/7-ways-to-put-parents-first-when-designing-a-school-website/> <https://www.campussuite.com/5-tips-for-a-great-school-website-design/> <https://www.campussuite.com/7-fatal-mistakes-school-website-design>

# GGS Staff Website Survey Results

## November 2017

Gallatin Gateway School Website- GGS Staff

Created: 10/10/2017 | Modified: 11/09/2017

7

Responses

100%

Completion rate

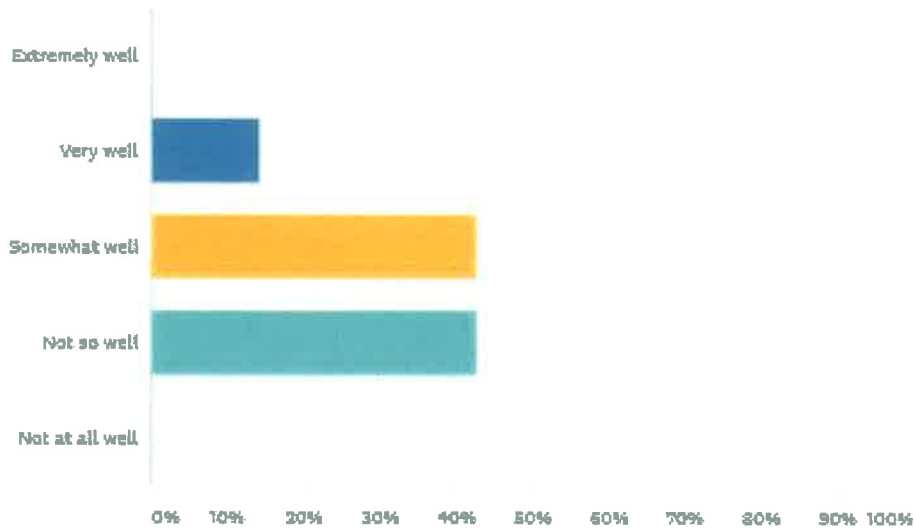
4 mins

Typical time spent

### Question 1:

Overall, how well does our website meet your needs?

Answered: 7 Skipped: 0

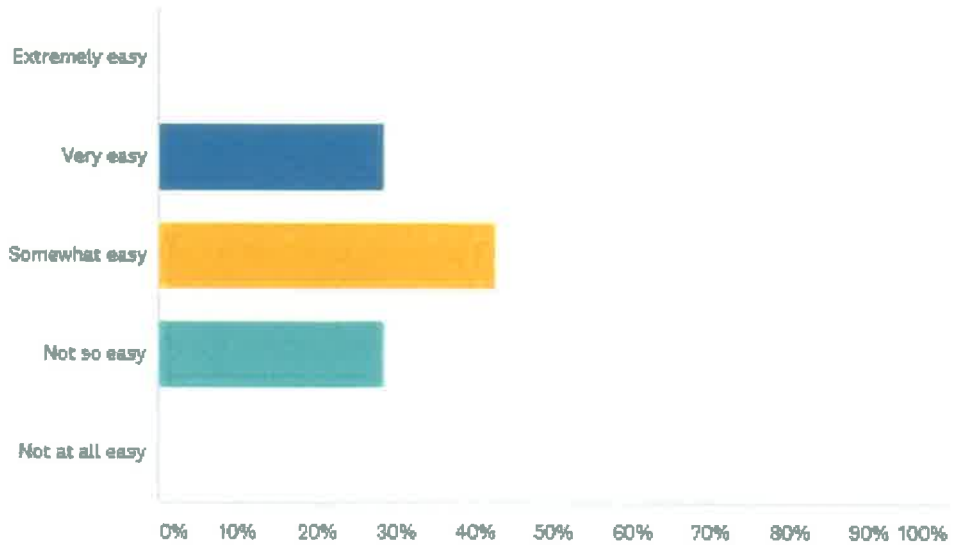


ANSWER CHOICES	RESPONSES	
Extremely well	0.00%	0
Very well	14.29%	1
Somewhat well	42.86%	3
Not so well	42.86%	3
Not at all well	0.00%	0
<b>TOTAL</b>	<b>7</b>	

Question 2:

How easy is it to find what you were looking for on the Gallatin Gateway School website?

Answered: 7 Skipped: 0

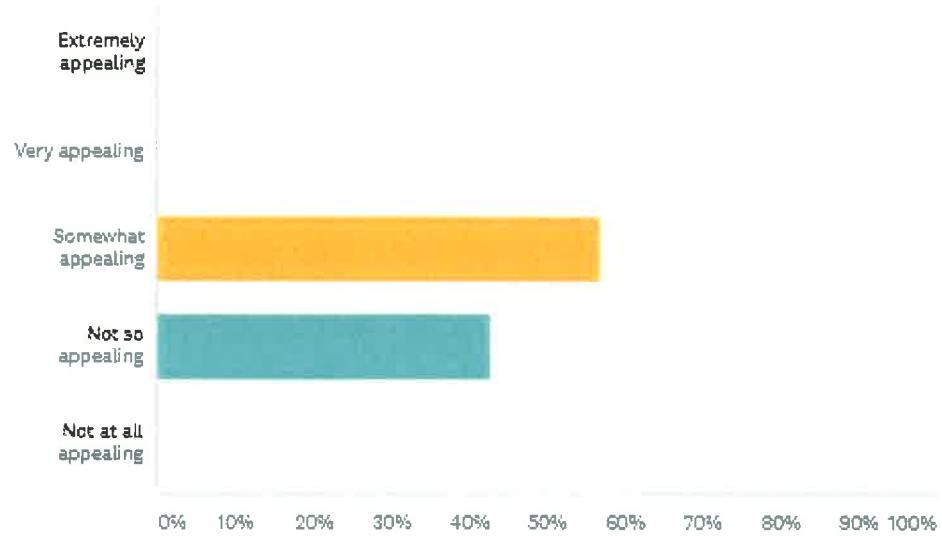


ANSWER CHOICES	RESPONSES	
Extremely easy	0.00%	0
Very easy	28.57%	2
Somewhat easy	42.86%	3
Not so easy	28.57%	2
Not at all easy	0.00%	0
<b>TOTAL</b>		<b>7</b>

### Question 3:

## How visually appealing is our website?

Answered: 7 Skipped: 0



#### ANSWER CHOICES

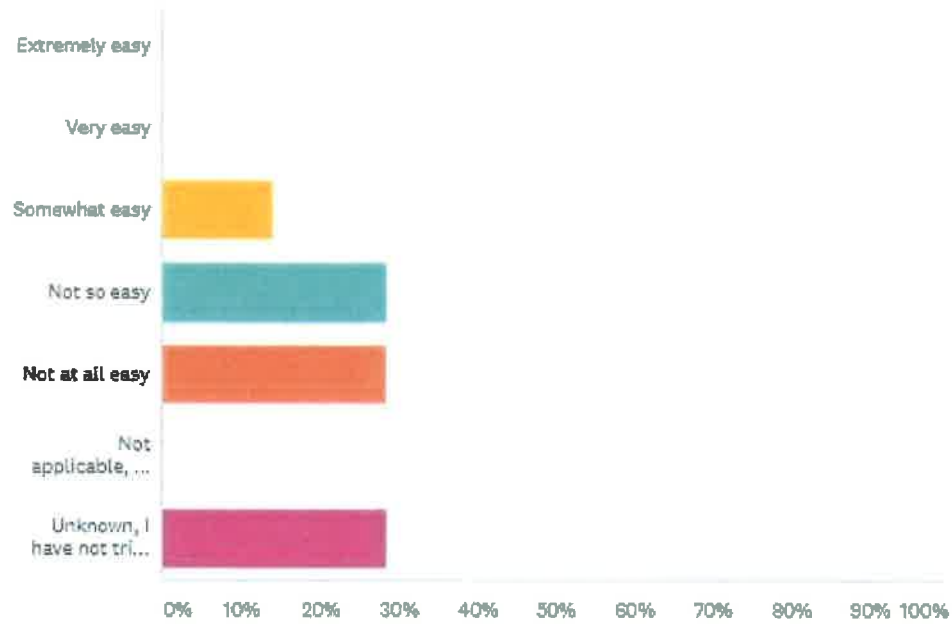
#### RESPONSES

ANSWER CHOICES	RESPONSES	
Extremely appealing	0.00%	0
Very appealing	0.00%	0
Somewhat appealing	57.14%	4
Not so appealing	42.86%	3
Not at all appealing	0.00%	0
<b>TOTAL</b>	<b>7</b>	

## Question 4:

### How easy is it to edit and upload information to the District website?

Answered: 7 Skipped: 0

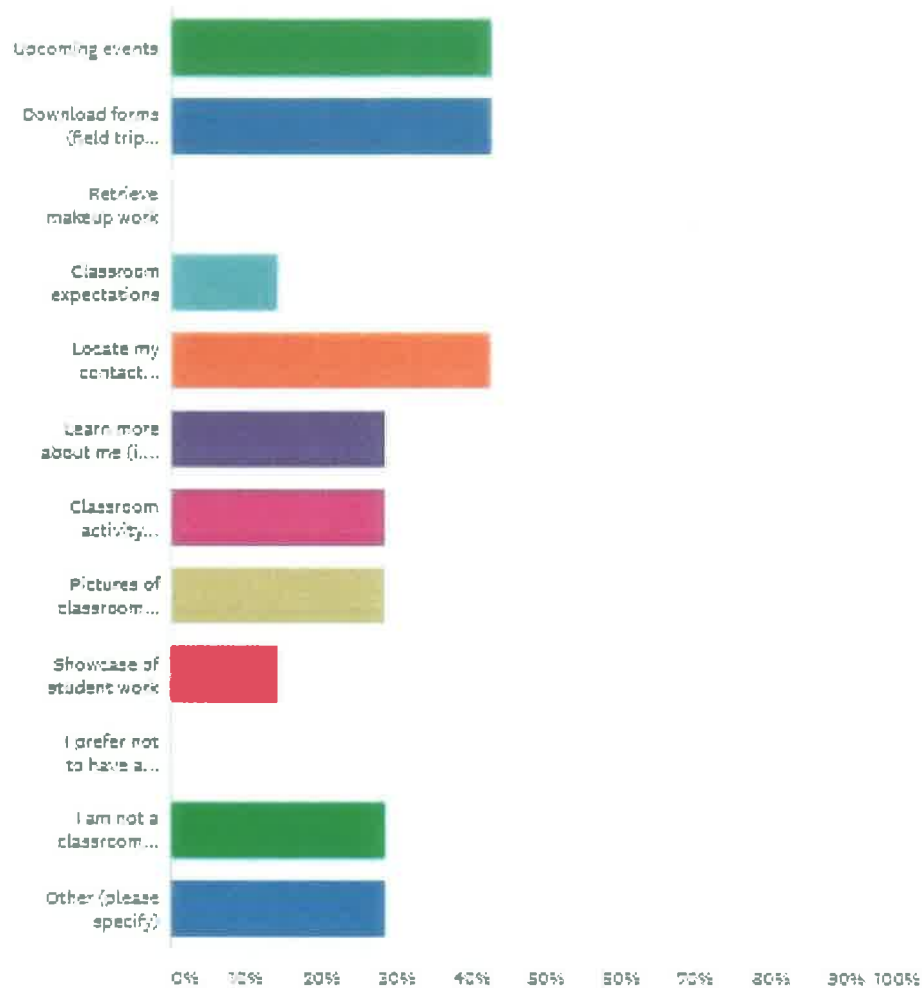


ANSWER CHOICES	RESPONSES	
Extremely easy	0.00%	0
Very easy	0.00%	0
Somewhat easy	14.29%	1
Not so easy	28.57%	2
<b>Not at all easy</b>	28.57%	2
Not applicable, I do not update information on the website	0.00%	0
Unknown, I have not tried yet	28.57%	2
<b>TOTAL</b>		<b>7</b>

### Question 5:

What information do you want your students and parents to be able to access on your personal webpage? (mark all that apply)

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES
Upcoming events	42.86% 3
Download forms (field trip permission slips, assignments, announcements, etc)	42.86% 3
Retrieve makeup work	0.00% 0
Classroom expectations	14.29% 1
Locate my contact information	42.86% 3
Learn more about me (i.e. bio)	28.57% 2
Classroom activity updates	28.57% 2
Pictures of classroom activities	28.57% 2
Showcase of student work	14.29% 1
I prefer not to have a personal webpage for my classroom	0.00% 0
I am not a classroom teacher and do not have a personal webpage for my classroom	28.57% 2
Other (please specify)	Responses 28.57% 2

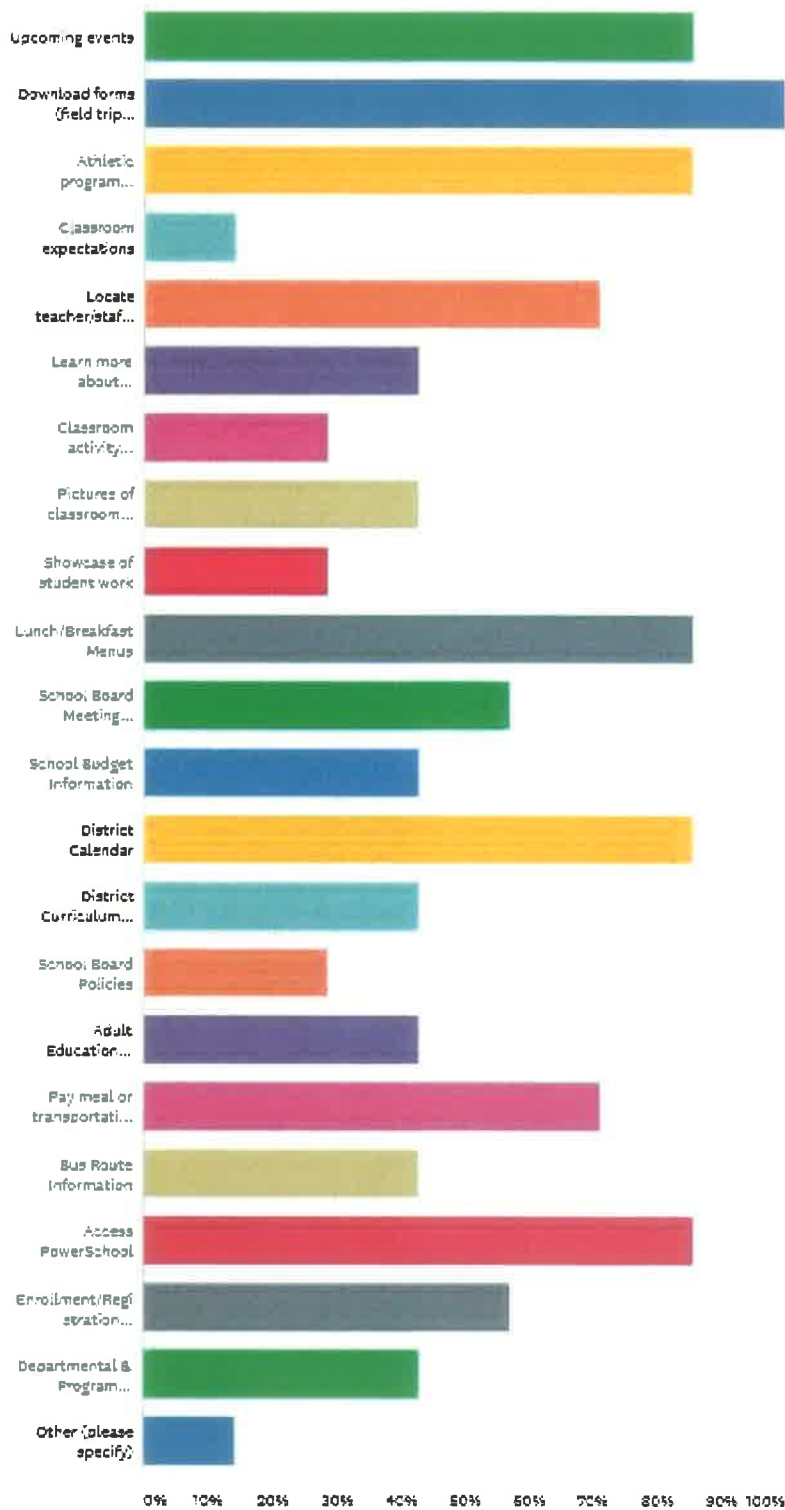
Total Respondents: 7



## Question 6:

What information do you feel students, parents, and community members are looking for on the District website? (mark all that apply)

Answered: 7 Skipped: 0



## Question 6 (continued)

ANSWER CHOICES	RESPONSES
▼ Upcoming events	85.71% 6
▼ Download forms (field trip permission slips, assignments, announcements, handbooks, etc)	100.00% 7
▼ Athletic program information	85.71% 6
▼ Classroom expectations	14.29% 1
▼ Locate teacher/staff contact information	71.43% 5
▼ Learn more about teachers/staff (i.e. bio)	42.86% 3
▼ Classroom activity updates	28.57% 2
▼ Pictures of classroom activities	42.86% 3
▼ Showcase of student work	28.57% 2
▼ Lunch/Breakfast Menus	85.71% 6
▼ School Board Meeting Information	57.14% 4
▼ School Budget Information	42.86% 3
▼ District Calendar	85.71% 6
▼ District Curriculum Information	42.86% 3
▼ School Board Policies	28.57% 2
▼ Adult Education Information	42.86% 3
▼ Pay meal or transportation accounts online	71.43% 5
▼ Bus Route Information	42.86% 3
▼ Access PowerSchool	85.71% 6
▼ Enrollment/Registration Information (new students and kindergarten)	57.14% 4
▼ Departmental & Program Information (i.e. art, music, health enrichment, food service, MBI, MTSS)	42.86% 3
▼ Other (please specify)	Responses 14.29% 1

## Question 5 (continued)- OTHER responses:

1. It really depends on how user-friendly it is, but I don't want to be tied to another requirement each day.
2. Links to helpful websites, tips for helping your child with school work

## Question 6 (continued)- OTHER response:

1. Current/Updated Event Calendar Online Forms

## Question 7:

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Do you have any other comments about how we can improve our website?

Answered: 3 Skipped: 4

1. None
2. Anything where it is easy to have current information- Program Info, Schedules/Calendar, Filling out school forms online. Allow teachers to connect Google Classroom to the site, but don't add another "To do" to our lists.
3. It needs to be very simple to update. Currently I do not use the website to up any information because it is too time consuming and frustrating to upload information to my page. I don't want to have to have someone help me every time I want to change something. If it were easier to use and I could remember only a couple of steps to upload I would use it more.

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**School Growth  
Committee of  
Gallatin Gateway  
School**

**2007-2008**

The scope of the Gallatin Gateway School Growth Advisory Committee will be to gather and analyze information to advise regarding options to respond to expected or actual school growth.

1. The committee will analyze, discuss, and provide a report to the Board regarding the previously conducted structural analysis of the 1914 building.
2. The committee will conduct a survey to solicit perspectives and opinions from school district residents regarding the potential for razing, renovating and/or maintaining the 1914 building facility.
3. The committee will plan public meetings conducted by the Board to inform the public and solicit public input regarding school growth.
4. The committee will review and analyze demographics, enrollment data, and the 2008 Needs Assessment with respect to current growth projections and assumptions regarding Gateway Village development impacts on the school.
5. The committee will present reports to the Board quarterly or more frequently, as deemed necessary.
6. The committee will:
  - a. Be appointed by the Chairman of the GGS Board.
  - b. Be comprised of community volunteers and at least one, but not to exceed two board members.
  - c. Include no more than seven members.
7. The dates of committee meetings will be provided to school administration no less than four business days prior to allow for an agenda to be posted for the public. Meetings will be open to the public, with community public input and school faculty and administration input openly allowed and welcomed.
8. The ongoing need, scope, and composition of the committee will be reviewed annually by the Board.

The School Growth Committee of Gallatin Gateway School was originally created to determine how best to accommodate anticipated increasing enrollment. The group met eight times. During the first meeting, Kim DeBruycker, the Gallatin Gateway Administrator, gave an in-depth tour of the building so the committee members could understand how each space is used. The committee also met with various individuals to better understand the issues affecting our school. John Dunlap, a local developer, gave information on his experiences with growth in Gallatin County. Mary Ellen Fitzgerald, the county superintendent, explained growth issues affecting rural schools and how other area schools have dealt with growth. Terry Sukat, an architect with JBA in Billings, provided design guidelines for school expansion and explained how other schools have designed their buildings to accommodate their needs. Gary Griffith, the building chief for Bozeman Public School gave access to Bozeman School Plans and suggested building guidelines.

After gathering information, the committee looked closely at the space the school currently uses for about 160 students and realized how efficiently our school is used to maximize the educational experience for the students. The committee also realized how maxed out the school is and how difficult it is to operate a quality educational program under such stringent space restrictions. As a result, the committee took a proactive approach in planning for our school's growth. The group determined that to begin a process of understanding on how to best accommodate increasing enrollment, we needed to understand the needs of the school for varying enrollment increases. The *Needs Assessment* documents the existing spaces the school currently works within as well our anticipated needs as we grow.

The *Needs Assessment* is broken into five major columns: 1) the existing square footage, the 2) the anticipated square footage needed for an enrollment of 161-185 students, 3) the anticipated square footage needed for an enrollment of 186-225 students, 4) the anticipated square footage needed for an enrollment of 226-450 students and 5) the anticipated square footage needed for an enrollment of 451-675 students. The group determined that the school could continue to operate under the current square footage up through an enrollment of 185 students with many band-aiding efforts to the building. At 186 students, the school will need larger spaces for the performing and fine arts, academic support areas (media center and computer lab), P.E. and athletic areas, lunch room/multipurpose space and food service areas.

Using the guideline of 25 students per class, the group determined that the existing nine classrooms will accommodate students up to 225 students. At 226 students the district will need to build an additional set of classrooms along with foreign language classroom, science classroom and a lobby for the middle school. Also, increased storage space for many of the support areas (music, art and P.E.) will be needed, as well as additional computer lab space, classroom storage and bathrooms. The administrative areas and building service areas will also need to be increased.

The last column, 451-675 students, includes an additional set of classrooms, increased performing and fine art space, storage space for classrooms and support areas. It also includes additional media and computer lab space, increased P.E. storage and office areas, increased building services and some additions to the administrative space.

The playground, parking lot and bus storage areas will need to be increased at each of the three increments. The total acreage at each increment was figured based on guidelines used by Bozeman Public Schools.

Although these projections are estimates based on the information we gathered, understanding the physical needs of our building and land needs are the first steps in this process for planning for growth. The financial needs, however, are yet an even largest obstacle to overcome in planning for a school with increasing enrollment that will continue providing quality educational opportunities for all its students.

Committee Members:




Kim DeBruycker, Gallatin Gateway School Administrator



Don Hargrove, Community member



Sandra Hart, Community member



Doug Marshall, Parent

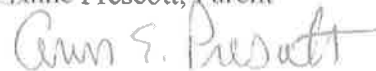


Celia O'Connor, Gallatin Gateway School Trustee

Leah Olson, Parent



Anne Prescott, Parent



George Rabel, Parent



Nikki Robbins, Gallatin Gateway School Trustee



Terry Threlkeld, Community member



John Vincent, Community member



Committee Members Present: Don Hargrove  
Sandra Hart  
Kim DeBruycker, Superintendent  
Ann Prescott

Others Present: Jeff Radick

Call to Order

- The meeting was called to order at 7:15 p.m. by

The members discussed whether or not to include septic and well on the Needs Assessment Spreadsheet. Kim DeBruycker suggested that we turn our Needs Assessment into the Community Planning Group as is and add the septic and well when we had more information. Jeff Radick explained that if he had the Well and Septic Report from the DEQ he would call the state to get their recommendations on what our current systems could handle. Nikki Robbins agreed to get Jeff those reports.

The members discussed the purpose of our meeting. Nikki Robbins suggested that we research solutions to our needs and make a recommendation to the School Board. Kim DeBruycker suggested that we first ask the School Board what direction they want us to go with this committee. She also suggested that we ask the School Board if they are willing to spend some money out of the school budget to pay professionals to help find information and make recommendations. Kim DeBruycker and Nikki Robbins agreed to present the Needs Assessment Spreadsheet at the next School Board meeting in June. Nikki Robbins agreed to contact Gary Griffith to find out what some of those preliminary costs might be. Nikki Robbins also stated that she would try to figure out a rough estimate of the building costs based on the Needs Assessment and formulas that Bozeman School District uses.

Jeff Radick suggested presenting options along with our Needs Assessment in the narrative. These options could be presented to the School Board. Kim DeBruycker suggested that we work on that during our July meeting. The group agreed to try to meet July 15, 2008 at 7pm.

The meeting was adjourned at 8:30 p.m.

**June 2008**

### **June Agenda Regular Meeting of Trustees**

Matt Donnelly from the Sewer District Committee was unable to attend, but Dick Shockley explained the water/sewer concerns of Gallatin Gateway to the Board and noted that the concerns are critical with the mounting growth issues with the dense areas of Gallatin Gateway. Mr. Donnelly is expected to attend the next Board meeting to provide more information on the subject.



Dick Shockley and Christie Francis, both members of the Gallatin Gateway Planning and Steering Committee, thanked the Board and the School Growth Committee for providing them with the school growth plan and information about the school's current condition and how it will be affected by growth within the community. They explained that the community is very concerned about the well-being of the school. They presented a letter from the Monforton School Board to its community members addressing the issue of school impact fees. Mr. Shockley and Mrs. Francis explained that there are currently no impact fees for school districts, yet growth has a significant impact on a school district. Therefore, they encouraged the Board to write a letter in agreement with Monforton School District to the County Commissioners. In addition, they encouraged the Board to attend the County Commissioner meeting, most likely in September, where they will address this concern. They explained that the County Commissioners must vote unanimously to approve impact fees for schools; therefore it is important the Board present their concerns and urge them to approve impact fees for school districts. The Board agreed that Board Chair Erik Yager will attend the County Commissioner meeting and represent the Board.

Trustee Nikki Robbins provided the Board with the needs assessment conducted by the School Growth Committee and asked the Board for further direction as to where they would like the committee to focus their efforts. Trustee Robbins presented several options to the Board for school growth such as split the district into two campuses, purchase neighboring land to expand, or abandon current facility and build a new facility on more acreage. The Board encouraged the committee to research acquiring more land near the current building and expanding the current facility. The School Growth Committee will advertise for new members, as the committee is now moving on to Growth Phase II and some of the current volunteers would like to be relieved of their duties. An advertisement will be placed in the next school newsletter and Trustee Robbins proposed an August meeting for the committee members of Growth Phase II in order to look at options available to expand the current campus.

# Gallatin Gateway School Needs Assessment

Projections are estimates based on information we could find  
Increasing Enrollment

## Building Program Space Summary

		Existing School (160 Students)		161 - 185		186 - 225		226 - 270		271 - 315		316 - 360		361 - 405		406 - 450		451 - 675	
Room #	Room Name	Existing SF per room	Group subtotals	Area subtotals	Area Subtotals	Subtotals	Difference from	Subtotals	Difference from	Subtotals	Difference from	Subtotals	Difference from	Subtotals	Difference from	Subtotals	Difference from	Subtotals	Difference from
<b>CORE CLASSROOM AREAS</b>																			
	Kindergarten Classroom	791				791		1800	1009										
	Grade 1 Classroom	746				746	161-185 students	1800	1054										
	Grade 2 Classroom	739				739		1800	1061										
106	Grade 3 Classroom	844				844		1800	956										
105	Grade 4 Classroom	843.8				843.8		1800	656.2										
104	Grade 5 Classroom	846				846		1800	954										
101	Grade 6 Classroom	969				969		1800	1669										
102	Grade 7 Classroom	782				782		1800	1018										
103	Grade 8 Classroom/Science Old Building Classroom	845.7				845.7		1800	954.3										
		567				567													
	<b>Subtotal</b>			<b>7973.5</b>															
	Foreign Language Classroom									900									900
	Science Classroom									1200									1200
	Title 1 Classroom/Learning Lab	685		<b>685</b>		685		1800	1115										1115
	Special Education Classroom	688		<b>688</b>		688		1800	1112										1112
	Student Lobby									800									800
	<b>Subtotal, Core Classroom Areas</b>			<b>9346.5</b>		9346.5		0	22700			<b>13353.5</b>		<b>34000</b>					<b>11300</b>
<b>PERFORMING AND FINE ARTS AREAS</b>																			
	Art Room	367						900		533									1800
	Art Storage Space	23.91						600		576.09									300
	<b>Subtotal</b>			<b>390.91</b>															
	Music Room	671						900		229									1800
	Music Storage Space	156						600		444									300
	Band							1250		1250									1250
	Band Storage							350		350									350
	Stage	0						1000		1000									1000
	Performing Arts Support Space	0						600		600									1200
	<b>Subtotal</b>			<b>827</b>															
	<b>Subtotal, Performing and Fine Arts</b>			<b>1217.91</b>		6200	<b>4982.09</b>	6900		700		<b>9000</b>		<b>2100</b>					
<b>ACADEMIC SUPPORT AREAS</b>																			
	Media Center/Media Support Space	1094						1852		758									3700
	Computer Lab (17 Stations)	758						922		164									3300
	Tech Shop																		1920
	Green House	144						144											144
	Green House Storage	130.56						130.56											130.56
	Middle School Lobby									800									800
	<b>Subtotal, Academic Support Areas</b>			<b>2126.56</b>		3048.56	<b>922</b>	5126.56		2078		<b>9994.26</b>		<b>4867.7</b>					
<b>PE/Athletic Areas</b>																			
	Gymnasium	4346						9000		4654									9000
	PE Equipment #1	28						550		522									850
	PE Equipment #2	38																	
	PE Storage	157																	
	PE Outside Storage	120						120											120
	PE Office	0						300		300									600
	Girls Changing Room (lockers/shower/toilet)	806						806		1526									1526
	Boys Changing Room (lockers/shower/toilet)	807						807		1526									1526
	<b>Subtotal, PE/Athletic Areas</b>			<b>6302</b>		11583	<b>5281</b>	13122		1539		<b>13622</b>		<b>500</b>					
<b>LUNCHROOM/FOOD SERVICE AREAS</b>																			
	Food Prep/Kitchen Services	383						1391		1008									1391
	Office/Storage/Freezer	221						400		179									400
	Walk-in Freezer	51						120		69									120
	Walk-in Cooler	0						130		130									130
	<b>Subtotal</b>			<b>655</b>															
	Lunchroom/Multipurpose Room	1827						5000		3173									5000
	Table/Chair Storage	0						400		400									400
	<b>Subtotal</b>			<b>1827</b>															
	<b>Subtotal, Food Service/Lunchroom Areas</b>			<b>2482</b>		7441	<b>4959</b>	7441		0		<b>7441</b>		<b>0</b>					<b>0</b>
<b>BUILDING SERVICES AREA</b>																			
	Boiler Room	159						159		441									600
	Basement Boiler Room/Storage	1850						1850		1650									1850
	Electrical/Phone/Data/Janitor Room	110						110		300									400
	Service Access Room (upstairs old building)	198						198		400									400
	Storage (Two upstairs rooms in old building)	1196						1196		2800									3000
	Maintenance Room Across from Cafeteria	71						71		71									71
	Maintenance Office																		134
	Girls Restroom Across from Cafeteria	88						88		221									221
	Boys Restroom Across from Cafeteria	107						107		221									221
	Girls Restroom New Building	221						221		442									663
	Boys Restroom New Building	221						221		442									663
	Girls Bathroom Old Building	86						86		86									86
	Boys Bathroom Old Building	86						86		86									86
	Computer Storage (upstairs closet old building)	40.32						40.32		140									140
	Fan Rooms							1241		2682									3723
	<b>Subtotal, Building Service Areas</b>			<b>4433.32</b>		5674.32	<b>1241</b>	9401		<b>3726.68</b>		<b>12258</b>		<b>2857</b>					

		161 - 185	186 - 225	226 - 250	251 - 275	276 - 300	301 - 325	326 - 350
<b>ADMINISTRATION AREAS</b>								
Room #	Room Name	Existing SF per room						
	Secretary/Reception	341	341	341	341	341	341	341
	Principal Office	202	202	202	202	202	202	202
	Vault	92	92	92	92	92	92	92
	Sick Room	52	52	52	52	52	52	52
	Handicap Bathroom	108	108	108	108	108	108	108
	In-School Suspension							
	Psychology/Spice/PT/OT	120	120	120	120	120	120	120
	Guidance/Counselor Office	188	188	188	188	188	188	188
	Counseling Room							
	Conference Room	184	184	184	184	184	184	184
	Break room	0	0	0	0	0	0	0
	Workroom	0	0	0	0	0	0	0
	Testing							
	Staff Toilet 1	18	18	18	18	18	18	18
	Staff Toilet 2	18	18	18	18	18	18	18
	<b>Subtotal, Administration Areas</b>	<b>1323</b>	<b>1323</b>	<b>0</b>	<b>2772</b>	<b>1454</b>	<b>4807</b>	<b>3484</b>
	<b>NET SQUARE FOOTAGE</b>	<b>27231.29</b>	<b>44616.38</b>	<b>17385.09</b>	<b>67467.50</b>	<b>22851.18</b>	<b>91122.26</b>	<b>25108.7</b>
	Net to Gross factor		1.25		1.25		1.25	
	<b>TOTAL GROSS SQUARE FOOTAGE</b>	<b>33833.76</b>	<b>55770.475</b>	<b>21936.715</b>	<b>84334.875</b>	<b>28563.975</b>	<b>113902.83</b>	<b>29568.375</b>
	*Includes school with 3 stories in old building, greenhouse, greenhouse storage, PE outside storage, bus storage							
	Square feet per student	211.461	247.60878		187.47669		168.74493	
	<b>PARKING LOT</b>	<b>43 acres</b>	<b>1 acre</b>		<b>1.5 acres</b>		<b>2 acres</b>	
	<b>PLAYGROUND/TRACK/FIELDS</b>	<b>64504 SF or 1.49 acres</b>	<b>14.89 acres</b>		<b>17.5 acres</b>		<b>20.3 acres</b>	
	<b>BUS</b>							
	Bus storage	96.52	200		400		400	
	Bus parking	850	1275		2425		3400	
	<b>Subtotal, Bus Area</b>	<b>946.52</b>	<b>1475</b>		<b>2825</b>		<b>3800</b>	
	<b>TOTAL ACREAGE</b>	<b>3.75</b>	<b>17 acres</b>		<b>21 acres</b>		<b>25 acres</b>	

Basement = 1850 SF  
Footprint of school = 30774 SF  
43,560 SF = 1 acre

\* Areas in red are part of old building

## GALLATIN GATEWAY SCHOOL SUPERINTENDENT SUMMATIVE EVALUATION FORM

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

### Evaluation Process

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

### Description of Four Ratings

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

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

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

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

**SUPERINTENDENT**

**SUMMATIVE EVALUATION FORM**

Superintendent  School Year   
School  Date

---

**DOMAIN ONE: VISION AND GOALS**

**Gallatin Gateway School's Superintendent:**

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

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH**

Unsatisfactory     Developing     Proficient     Exemplary

**DOMAIN TWO: CULTURE OF LEARNING**

**Gallatin Gateway School's Superintendent:**

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

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH**

Unsatisfactory

Developing

Proficient

Exemplary

**DOMAIN THREE: MANAGEMENT**

**Gallatin Gateway School's Superintendent:**

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

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH**

Unsatisfactory

Developing

Proficient

Exemplary

**DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES**

**Gallatin Gateway School's Superintendent:**

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

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH**

**Unsatisfactory**

**Developing**

**Proficient**

**Exemplary**



**DOMAIN FIVE: AGENT OF THE BOARD OF TRUSTEES**

**Gallatin Gateway School's Superintendent:**

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

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH:**

Unsatisfactory

Developing

Proficient

Exemplary

**SUPERINTENDENT  
SUMMATIVE EVALUATION FORM**

**SUMMATIVE EVALUATION RATING**

**Unsatisfactory**

**Developing**

**Proficient**

**Exemplary**

**IMPROVEMENT PLAN REQUIRED FOR:**

**DOMAIN ONE**

**DOMAIN TWO**

**SUPERINTENDENT  
SUMMATIVE EVALUATION FORM**

**DOMAIN THREE**

**DOMAIN FOUR**

**DOMAIN FIVE**

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

Superintendent

Date

Board Chair

Date

**Gallatin Gateway School  
DISTRICT SUPERINTENDENT  
Self-Evaluation**

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

**Gallatin Gateway School**  
**SUPERINTENDENT EVALUATION**  
**Overall Performance Summary**

**School Board Members:**

Donna Shockley, Chair \_\_\_\_\_

Lyn Morton, Vice-Chair \_\_\_\_\_

Julie Fleury, Trustee \_\_\_\_\_

Christie Francis, Trustee \_\_\_\_\_

Aaron Schwieterman, Trustee \_\_\_\_\_

**Review Period:** January 2017- December 2017

The superintendent's overall performance for the review period:

**DOMAIN ONE: VISION AND GOALS**

\_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Developing \_\_\_\_\_ Proficient \_\_\_\_\_ Exemplary

**DOMAIN TWO: CULTURE OF LEARNING**

\_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Developing \_\_\_\_\_ Proficient \_\_\_\_\_ Exemplary

**DOMAIN THREE: MANAGEMENT**

\_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Developing \_\_\_\_\_ Proficient \_\_\_\_\_ Exemplary

**DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES**

\_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Developing \_\_\_\_\_ Proficient \_\_\_\_\_ Exemplary

**DOMAIN FIVE: AGENT OF THE BOARD OF TRUSTEES**

\_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Developing \_\_\_\_\_ Proficient \_\_\_\_\_ Exemplary

Superintendent

Date

Board Chair

Date

## Description of Four Ratings

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**MONTANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
TECHNOLOGY WORKSHOP**

**Billings – Red Lion Hotel & Convention Center**

**Friday, November 10, 2017**

**Room 1 – JEFFERSON ROOM**

8:30 a.m. – 4:00 p.m.      **Foxie Lady User Group Training**

Noon – 1:00 p.m.      Lunch on your own

**Room 2 – GALLATIN ROOM**

8:30 a.m. – Noon      **Black Mountain Software User Group Training**

- eAccess for Remote Requisitions and Daily Time Cards
- Setting up and managing application security
- Green paperwork
- Using excel with reports
- Creating user reports
- Website tools
- Auditor Access
- Using Turbo Meeting for Online Classes

Noon – 1:00 p.m.      Lunch on your own

1:00 p.m. – 4:00 p.m.      **Microsoft One-Note and Excel**

Mike Arnold will help you sharpen your knowledge and skills using Excel and we have plans to show you how to use One Note for planning and tracking projects.

**Room 3 – MISSOURI ROOM**

8:30 a.m. – 4:00 p.m.      **Tyler Technology Infinite Visions User Group Training**

Noon – 1:00 p.m.      Lunch on your own



## Maximizing the potential of each child through school board leadership

[Events](#) / [Event Description](#)

# MTSBA's School Law & Technology Conference - Registration is Open!

Monday, December 4 - Tuesday, December 5, 2017

### Sponsored by MSGIA!

Don't miss out on this year's Symposium. With the cyber threats and legal issues facing Montana's Public Schools, this is a "must attend." Come join us for 1 ½ days of training and learning!!! If your school district is part of the MSGIA Property and Liability pool, the regular conference fee will be reduced \$50 per attendee at the time of invoicing.

### December 4 (Monday)

8:15 – 8:45 a.m.      Registration

8:45 – 10:15 a.m.      **Building a Defensible Cyber Liability School Program** – Exposures you face and measures you can take to minimize your exposure to a cyber event.

10:15 – 10:30 a.m.      Mid-Morning Break

10:30 – Noon      **Initial Response Plan** – You had an event now what (we will show you how to construct a working response plan for multiple cyber events that you can use when you go back to your school district). Templates you can use in class to build your plan as we learn.

Noon to 1:30 p.m.      Lunch on your own



[Register Now](#)

[Download to Your Calendar](#)



1:30 – 3:00 p.m.      **Cyber Liability Scenarios** (Small Work Groups) – We will work in small groups to address different real cyber event scenarios. You will be able to test the plans you built in the first session to see how they hold up to a real test case.

3:00 – 3:15 p.m.      Mid-Afternoon Break

3:15 – 5:00 p.m.      **Lessons from the Real World** – We will review multiple real cyber events that occurred in school districts and municipal employers so you can learn what they did and how you can avoid becoming the victim of a cyber-attack.

5:30 – 9:00 p.m.      **Monday Night Football** – *sponsored by MSGIA with dinner catered by Bad Betty's Barbeque*

### **December 5 (Tuesday)**

8:30 – 10:00 a.m.      **Technology-Related Policies and Procedures** – During this session we will discuss the policies and procedures every school district should have in place to address technology-related issues.

10:00 – 10:15 a.m.      Mid-Morning Break

10:15 – 12:00 p.m.      **School Law Update** – We will finish up this year's Symposium with an overview of recent legal cases and issues.

### **Hotel Room Block Available for Sun., Dec. 3:**

Best Western Great Northern Hotel

406-457-5500

Ask for School Law & Technology Symposium group rate

\$135.00 Queen | Room block expires 11/20/17

\$145 King | Room block expires 11/20/17

## Location

MTSBA Headquarters  
863 Great Northern Blvd., Fourth Floor  
Helena, 59601



Carrie Fisher <fisher@gallatingatewayschool.com>

## Meet Cyber Liability Experts at MTSBA's School Law and Technology Symposium!

1 message

Wendy Brenden <mtsba@embrams-mail.com>

Mon, Nov 6, 2017 at 8:28 AM

Reply-To: wbrenden@mtsba.org

To: fisher@gallatingatewayschool.com



**MTSBA is pleased to introduce our cyber liability experts who will be presenting at our School Law and Technology Symposium, Dec. 4 & 5!**

### Day 1, Monday, Dec. 1 Keynote Speakers:

#### Michael Phillips

Michael Phillips is a technology claims manager at Beazley, the cyber carrier. There he focuses his work on cyber claims arising out of the public sector. Prior to joining Beazley, he was a lawyer at the international law firm of Clyde & Co, in which his practice focused on insurance and technology. Michael has written widely on issues of law and technology, including for *Bloomberg* and *The New Yorker*.

#### David Brown AAL

David Brown is a privacy attorney and member of Baker & Hostetter's Privacy and Data Protection team. David helps organizations navigate data security incidents, including figuring out what happened, what data is at risk, and who needs to be notified. He also regularly advises organizations regarding data security and privacy risks, including compliance, developing breach response strategies, defense of regulatory actions, and defense of class action litigation.

#### John Morgan

John Morgan is an attorney at Clyde & Co., focusing his practice in the areas of technology and privacy law, representing insurers with all issues ranging from coverage advice and disputes to litigation management. John regularly works on claims involving data breaches that implicate state, federal, and international data privacy laws, first party losses arising out of data breaches, and also assists clients with data privacy risk management and best practices for data security. In addition, John represents insurers in claims brought against technology, media and health care companies, as well as providing evaluation of data breaches and cyber attacks, the issuance of breach notification letters, responding to regulatory investigations and handling of consumer lawsuits.

### Day 2, Tuesday, Dec. 5:

**As part of our policy and school law update, we will be discussing the hot topic of ADA website compliance and other issues that impact your school district.**

Join us! Monday, Dec. 4 and Tuesday, December 5, 2017

**MTSBA Headquarters**  
**863 Great Northern Blvd., Helena**

**Fee for members and county superintendents: \$175 per participant.** If your school district is part of the MSGIA Property and Liability pool, the regular conference fee will be reduced \$50 per attendee at the time of invoicing.  
*Coffee, snacks, and dinner social included in fee.*

Be sure to invite fellow trustees, administrators, and technology staff. To review the full agenda and for more information, click [here](#).

**Register**



Thank you MSGIA for your sponsorship of our cyber security speakers and the Monday Night Football event.

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**Our mailing address is:**  
**863 Great Northern Blvd # 301**  
Helena, Montana 59601