

# August Agenda

## Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Thursday, August 2, 2018** at **4pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### Call to Order

### Presiding Trustee's explanation of procedures

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

### Consent Agenda

**Minutes:** July 25, 2018-special meeting and July 25, 2018-special meeting- strategic planning; **Finance:** Warrants;  
**Personnel:** Hire: Classified Employees- Paraprofessionals; Hire: Afterschool Program Coordinator; **Other:** Consider  
Policy Revisions- #2100- School Year Calendar and Day; #4301- Visitors to Schools;  
#5015-Bullying/Harassment/Intimidation

### Old Business

Adopt Strategic Plan

### New Business

Consider 2018-2019 Extra-Curricular Stipends  
Acknowledge Code of Ethics for School Board of Trustees - Policy #1511  
Analyze progress towards 2017-2018 goals and action plans  
Discuss and Consider Goals and action plans for 2018-2019

### Next Meetings:

Regular Meeting- August 15, 2018 @ 6pm

### Adjournment

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

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

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

**MINUTES  
SPECIAL 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 4:00pm on Thursday, August 2, 2018 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 4:06pm.

**TRUSTEES PRESENT**

Aaron Schwieterman, Board Chair; Julie Fleury Vice Chair; Carissa Paulson, Lessa Racow, and Donna Shockley

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; Mike Coon, Teacher; Nicole Grafel, Teacher; and Jamie Hetherington, Teacher

**OTHERS PRESENT**

None

**PLEDGE OF ALLEGIANCE**

The meeting attendees recited the *Pledge of Allegiance*.

**PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES**

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**CONSENT AGENDA**

Motion: Trustee Lessa Racow to approve minutes from July 25, 2018- special meeting; July 25, 2018- special meeting; approve claim warrants- #35744-#35786; electronic claims (-99907 - -99901); payroll warrants (VOIDS: list included in packet); to hire Wendy Berkland, Rochelle DeGroot, and Jamie Poukish at \$14/hour not to exceed 40 hours/week for 179 full days (7:30am-4pm) and 8 half days (7:30am-1pm) from August 14, 2018 - June 13, 2019 and \$212.50/month flex (\$2,125/year) as a Classroom Aide/Special Education Aide/Substitute Teacher/Lunchroom Supervisor/Crosswalk Duty/Secretary Aide pending adequate fingerprint/background check; to hire Fraulein Jaffe at \$16/hour not to exceed 18 hours/week for 196 days (3pm-6pm) and 8 half days (1pm-6pm) from August 28, 2018-June 7, 2019 and \$955/year in flexible benefits paid over 10 months at \$95.50; Other- approve revisions to policy #2100- School year Calendar and Day; #4301- Visitors to Schools; and #5015-Bullying/Harassment/Intimidation.

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **OLD BUSINESS**

### Adopt Strategic Plan

This agenda item was tabled.

## **NEW BUSINESS**

### Consider 2018-2019 Extra-Curricular Stipends

Motion: Vice Chair Julie Fleury to approve the 2018-2019 Extra- Curricular Positions Compensation.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

### Acknowledge Code of Ethics for School Board of Trustees- Policy #1511

The Board acknowledged the Code of Ethics for School Board of Trustee and each signed a document which will be hung in the board room.

### Analyze progress towards 2017-2018 goals and action plans

The Board reviewed the 2017-2018 goal and actions plans and areas of discussions included: 1) EPAS training and evaluations of staff; 2) MTSS Progress- behavior and academic, data analysis; and 3) Intervention materials/inventory in Title room

### Discuss and Consider Goals and action plans for 2018-2019

The Board discussed developing 2018-2019 strategic goals:

Goal Area #1 Priorities- dovetail curriculum and curriculum mapping; after school program, student assessment data and individual student growth; foreign language; art and music programs

Goal Area #2 Priorities-Professional Development, Evaluations- EPAS; Classified Staff Evaluations; Staff Collaboration; Volunteer Program and training; and staff retention and satisfaction

Goal Area #3 Priorities- Maximizing the efficiency and use of our facilities; Facility enhancement

Goal Area #4 Priorities- Enhance the effectiveness of communication; communication of classroom objectives; website use; establish a standard school-wide communication and schedule for updating; and Board involvement at school events

Goal Area #5 Priorities- enhance counseling support for students; enhance safety and security of building and property; enhance safety procedures and training for emergency situations; research and enhance student behavior and address bullying behaviors

Superintendent Anderson will develop action plans based on the Boards priorities in each goal area and present them to the Board at the next regular meeting for review and adoption.

### Next Meetings:

- Special Committee Meeting- August 3, 2018 @ 1pm- agenda setting
- Regular Meeting- August 15, 2018 at 6pm

## **ADJOURNMENT**

Board Chair Aaron Schwieterman adjourned the meeting at 8:12pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

# Special Meeting

August 2, 2018

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Nicole Ornel	Nicole Ornel
2. Jamie Hetherington	JH
3. <del>Mike</del> Mike Cosh	MC
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# Code of Ethics for School Board Members

AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings;
- Make all decisions based on available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for administration to the Superintendent;
- Recognize and respect the responsibilities that properly are delegated to the Superintendent;
- Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;
- Inform myself about current educational issues, by individual study and through participation in programs providing needed information, such as those sponsored by the Montana and National School Boards Associations;
- Support the employment of those persons best qualified to serve as school staff and insist on regular and impartial evaluation of staff;
- Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;
- Avoid compromising the Board or administration by inappropriate individual action or comments and respect the confidentiality of information that is privileged under applicable law;
- Remember always that my first and greatest concern must be the educational welfare of students attending public schools.

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Aaron Schweiterman, Board Chair

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Julie Fleury, Vice Chair

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Carissa Paulson, Trustee

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Jessa Racow, Trustee

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Donna Shockley, Trustee

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

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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 Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

*\* Public comment will be asked on each agenda item. Do not sign below for agenda items.*

# Public Comment Sign-in

## Date: August 2, 2018

*\*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)
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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: July 31, 2018

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:  
#35744-#35786

Electronic Payment:  
-99907- -99901- BMO

Voided Claim (A/P) Warrant #'s:  
SEE ATTACHED  
Also voided warrants from prior fiscal years

Payroll Warrant #'s:  
None

Direct Deposits/ACH #'s:  
None

Voided Payroll Warrant #'s:  
None

Thank you.

07/31/18  
13:44:54

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List For Checks from 07/26/18 to 07/31/18  
For checks between: 07/26/18 - 07/31/18

Page: 1 of 2  
Report ID: W100X

Claims

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-99907	E	1305 BMO MASTERCARD	1851.85	7/18	07/31/18	
-99906	E	1305 BMO MASTERCARD	26944.55	7/18	07/31/18	
-99905	E	1305 BMO MASTERCARD	208.00	7/18	07/31/18	
-99904	E	1305 BMO MASTERCARD	786.55	7/18	07/31/18	
-99903	E	1305 BMO MASTERCARD	23125.21	7/18	07/31/18	
-99902	E	1305 BMO MASTERCARD	1391.31	7/18	07/31/18	
-99901	E	1305 BMO MASTERCARD	135.74	7/18	07/31/18	
35744	C	VOID 49 AMERICAN GUIDANCE SERVICES, INC.	0	7/18	07/31/18	printing error- void
35745	C	VOID 68 ANOTHER PETER'S PAINTING	0	7/18	07/31/18	printing error- void
35746	C	VOID 96 AAWS - ADVANCED WASTEWATER SPECIA	0	7/18	07/31/18	printing error- void
35747	C	VOID 112 BELGRADE EQUIPMENT LLC	0	7/18	07/31/18	printing error- void
35748	SC	1278 BIG SKY PUBLISHING	1328.89	7/18	07/31/18	
35749	C	VOID 150 BOZEMAN ARRORCARE TREE SERVICE	0	7/18	07/31/18	printing error- void
35750	C	VOID 177 BRIDGER GLASS & WINDOWS, INC.	0	7/18	07/31/18	printing error- void
35751	C	VOID 195 BUFFALO RESTORATIONS INC	0	7/18	07/31/18	printing error- void
35752	SC	229 CENTURYLINK	17.43	7/18	07/31/18	
35753	C	VOID 255 CLIA PROGRAM, DIV. OF QUALITY ASS	0	7/18	07/31/18	printing error- void
35754	C	VOID 261 COMFORT SYSTEMS OF MT INC	0	7/18	07/31/18	printing error- void
35755	C	VOID 270 CONSULTING DESIGN SOLUTIONS INC	0	7/18	07/31/18	printing error- void
35756	C	VOID 99999 CONVERSION	0	7/18	07/31/18	35756-35761 printing error- void
35757	C	VOID 99999 CONVERSION	0	7/18	07/31/18	
35758	C	VOID 99999 CONVERSION	0	7/18	07/31/18	
35759	C	VOID 99999 CONVERSION	0	7/18	07/31/18	
35760	C	VOID 99999 CONVERSION	0	7/18	07/31/18	
35761	C	VOID 273 COON, MIKE	0	7/18	07/31/18	
35762	SC	1337 CORE CONTROL	848.58	7/18	07/31/18	
35763	C	VOID 305 CUSTOM LOGO	0	7/18	07/31/18	35763-35780 printing error- void
35764	C	VOID 332 DEURMEIER, CYNTHIA	0	7/18	07/31/18	
35765	C	VOID 409 FIRE SUPPRESSION SYSTEM INC	0	7/18	07/31/18	
35766	C	VOID 436 GALLATIN GATEWAY GYM FLOOR	0	7/18	07/31/18	
35767	C	VOID 498 HARCOURT INC.	0	7/18	07/31/18	
35768	C	VOID 501 HARLOW'S BUS SALES, INC.	0	7/18	07/31/18	
35769	C	VOID 523 HERITAGE CHRISTIAN SCHOOL	0	7/18	07/31/18	
35770	C	VOID 570 INTERNATIONAL READING ASSOCIATION	0	7/18	07/31/18	
35771	C	VOID 798 MSU BOOKSTORE	0	7/18	07/31/18	
35772	C	VOID 828 NATIONAL GEOGRAPHIC BEE	0	7/18	07/31/18	
35773	C	VOID 876 OPHIR ELEMENTARY SCHOOL	0	7/18	07/31/18	
35774	C	VOID 877 ORIENTAL TRADING COMPANY, INC.	0	7/18	07/31/18	
35775	C	VOID 881 OWENHOUSE ACE HARDWARE	0	7/18	07/31/18	
35776	C	VOID 901 PERSONALIZE IT	0	7/18	07/31/18	
35777	C	VOID 904 PHI DELTA KAPPA	0	7/18	07/31/18	
35778	C	VOID 936 PROPERTY & SUPPLY BUREAU	0	7/18	07/31/18	
35779	C	VOID 967 REVO AMERICA	0	7/18	07/31/18	
35780	C	VOID 1014 SCHOOL MATE	0	7/18	07/31/18	
35781	SC	1029 SECURITY SOLUTIONS INC	1280.00	7/18	07/31/18	
35782	C	VOID 1064 SONICWALL, INC.	0	7/18	07/31/18	35782-35783 printing error- void
35783	C	VOID 1114 TARGET	0	7/18	07/31/18	
35784	SC	1144 THE MATH LEARNING CENTER	6901.50	7/18	07/31/18	

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)

07/31/18  
13:44:54

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List For Checks from 07/26/18 to 07/31/18  
For checks between: 07/26/18 - 07/31/18

Page: 2 of 2  
Report ID: W100X

Claims

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes	
35785	SC	666 THOMAS, LORRIE	100.00	7/18	07/31/18		
35786	C	<b>VOID</b> 1187 TROUT UNLIMITED YOUTH EDUCATION P	0	7/18	07/31/18	printing error- void	
Claims Total # of Checks:		50	Total:	64919.61			
Grand Total # of Checks:		50	Total:	64919.61			

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)

07/31/18  
15:17:43

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 7/18

Page: 1 of 2  
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
35748S	1278 BIG SKY PUBLISHING	1,328.89				
1268						
1	1116975 07/13/18 EMPLOYMENT AD- PARAPROFESSION	432.67*		101	100-1000	540
2	1116975 07/13/18 EMPLOYMENT AD- COACHES	469.44*		101	720-3500	540
3	1116975 07/13/18 EMPLOYMENT AD- SPEC ED PARA	426.78*		101	280-1000	540
	<b>Total Check:</b>	<b>1,328.89</b>				
35752S	229 CENTURYLINK	17.43				
1272						
1	1446100721 07/19/18 MONTHLY LONG DISTANCE SERV	12.72*		101	100-2300	531
2	1446100721 07/19/18 MONTHLY LONG DISTANCE SERV	4.36*		110	100-2300	531
3	1446100721 07/19/18 MONTHLY LONG DISTANCE SERV	0.35*		117	610-2300	531
	<b>Total Check:</b>	<b>17.43</b>				
35762S	1337 CORE CONTROL	848.58				
1273						
1	8510 07/25/18 AGREEMENT- LEVEL 1 SERVICE	825.00*		101	100-2600	440
2	8510 07/25/18 REFRIGERANT CYLINDER	68.24*		101	100-2600	440
3	5% discount for quick payment	-44.66*		101	100-2600	440
	<b>Total Check:</b>	<b>848.58</b>				
35781S	1029 SECURITY SOLUTIONS INC	1,280.00				
1269						
1	7584 07/16/18 INSTALL GYM DOOR UPGRADE	1,280.00	18-119	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-730-					
	<b>Total Check:</b>	<b>1,280.00</b>				
35784S	1144 THE MATH LEARNING CENTER	6,901.50				
1271						
1	BA33950-IN 06/22/18 BRIDGES- GRADE 3 PKG	1,500.00	18-171	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-610-					
2	BA33950-IN 06/22/18 BRIDGES- GRADE 4 PKG	1,500.00	18-171	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-610-					
3	BA33950-IN 06/22/18 BRIDGES- GRADE 5 PKG	1,500.00	18-171	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-610-					
4	BA33950-IN 06/22/18 BRIDGES INTERVENTION SET	975.00	18-171	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-610-					
5	BA33950-IN 06/22/18 BRIDGES INTERVENTION SET	975.00	18-171	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-610-					
6	BA33950-IN 06/22/18 SHIPPING/HANDLING	451.50	18-171	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-610-					
	<b>Total Check:</b>	<b>6,901.50</b>				

07/31/18  
15:17:43

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 7/18

Page: 2 of 2  
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
357858	666 THOMAS, LORRIE							
	1270	100.00						
1	07/27/18 BACTERIOLOGICAL SAMPLE- AUGUST	98.00*		101		100-2600		421
2	07/27/18 BACTERIOLOGICAL SAMPLE- AUGUST	2.00*		117		610-2600		421
	Total Check:	100.00						

# of Claims 6 Total: 10,476.40

07/31/18  
15:16:27

GALLATIN GATEWAY ELEMENTARY  
Claim Details  
For the Accounting Period: 7/18

Page: 1 of 13  
Report ID: AP100

\* Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
1239 -99907E	1305 BMO MASTERCARD	1,851.85				
	C.FISHER PCARD TRANSACTIONS #3574					
	JULY 5, 2018 STATEMENT					
1	CC-107 06/08/18 PIR DAY STAFF LUNCH	147.75		115 625		162
	POST OFFICE PIZZA					
	CC Accounting: 115- -100-1000-582-162					
2	CC-107 05/28/18 MONTHLY GARBAGE SERVICE	1,052.72		101 625		
	REPUBLIC SERVICES #886					
	CC Accounting: 101- -100-2600-431					
3	CC-107 05/28/18 MONTHLY GARBAGE SERVICE	23.93		117 625		
	REPUBLIC SERVICES #886					
	CC Accounting: 117- -610-2600-431					
4	CC-107 05/28/18 MONTHLY GARBAGE SERVICE	119.63		110 625		
	REPUBLIC SERVICES #886					
	CC Accounting: 110- -100-2600-431					
5	CC-107 06/23/18 SUBSCRIPTION- STANDARD PLAN	37.00		115 625		145
	SURVEY MONKEY					
	CC Accounting: 115- -100-1000-810-145					
6	324606 06/14/18 HOTEL ROOM- FISHER	214.20	18-184	101 999		
	BILLINGS HOTEL & CONVENTION CENTER					
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2500-582-					
7	KF6K48 06/26/18 STANDARD CHECKS (x1000)	229.70	18-188	101 999		
	ROCKY MOUNTAIN PRINT SOLUTIONS					
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2500-610-					
8	07/05/18 INTEREST CHARGES	26.92*		101 100-2500		810
	WILL BE REVERSED AUG 2018 STMT					
1260 -99906E	1305 BMO MASTERCARD	26,944.55				
	E.CLARK PCARD TRANSACTION #4634					
	JULY 5, 2018 STATEMENT					
1	CC-108 06/13/18 POSTAGE STAMPS	20.00		101 625		
	U.S. POSTAL SERVICE - PO					
	CC Accounting: 101- -100-2400-532					
2	CC-108 06/15/18 MAILING REPORT CARDS	91.46		101 625		
	U.S. POSTAL SERVICE - PO					
	CC Accounting: 101- -100-2400-532					
3	CC-108 06/19/18 OFFICE COMPUTER REPAIR POSTAGE	68.53		101 625		
	THE UPS STORE					
	CC Accounting: 101- -100-2400-532					
4	247312 06/11/18 SPRING- LAWN APPLICATION	215.34	18-123	101 999		
	TRUGREEN CHEMLAWN					
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-440-					
5	247312 06/11/18 SUMMER-LAWN APPLICATION	215.34	18-123	101 999		
	TRUGREEN CHEMLAWN					
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-440-					
6	247312 06/11/18 FALL- LAWN APPLICATION	215.34	18-123	101 999		
	TRUGREEN CHEMLAWN					
	PO Accounting (Org/Prog/Func/Obj/Proj): -100-2600-440-					

07/31/18  
15:16:27

GALLATIN GATEWAY ELEMENTARY  
Claim Details  
For the Accounting Period: 7/18

Page: 2 of 13  
Report ID: AP100

\* Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
7	247312 06/11/18 VEGETATION CONTROL TRUGREEN CHEMLAWN PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-	242.50	18-123	101	999		
8	247312 06/11/18 VEGETATION CONTROL TRUGREEN CHEMLAWN PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-	242.50	18-123	101	999		
9	247312 06/11/18 VEGETATION CONTROL TRUGREEN CHEMLAWN PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-	242.50	18-123	101	999		
10	06/15/18 INK CARTRIDGE NEOPOST PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-610-	124.00	18-151	101	999		
11	06/15/18 SHIPPING/HANDLING NEOPOST PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	22.99	18-151	101	999		
12	638547 06/20/18 PORTRAIT BARE BOOKS TREETOP PUBLISHING PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	42.90	18-161	101	999		
13	638547 06/20/18 BARE BOOK SET TREETOP PUBLISHING PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	42.90	18-161	101	999		
14	638547 06/20/18 SHIPPING/HANDLING TREETOP PUBLISHING PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	10.00	18-161	101	999		
15	06/20/18 TABLE- BLACK SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	320.00	18-135	101	999		
16	06/20/18 TABLE- TITANIUM SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	160.00	18-135	101	999		
17	06/20/18 TABLE- GREEN SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	160.00	18-135	101	999		
18	06/20/18 TABLE- RED SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	160.00	18-135	101	999		
19	06/20/18 TABLE- YELLOW SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	160.00	18-135	101	999		
20	06/20/18 TABLE- ROYAL BLUE SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	160.00	18-135	101	999		
21	06/20/18 STUDENT DESKS SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	2,537.50	18-143	101	999		
22	111351 06/19/18 HANDWRITING- C ALLPORT EDITTIONS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	162.15	18-150	101	999		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
23		111351 06/19/18 HANDWRITING- D ALLPORT EDITIONS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	176.25	18-150	101	999		
24		111351 06/19/18 HANDWRITING- B ALLPORT EDITIONS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	105.75	18-150	101	999		
25		111351 06/19/18 HANDWRITING- E ALLPORT EDITIONS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	176.25	18-150	101	999		
26		111351 06/19/18 HANDWRITING- F ALLPORT EDITIONS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	141.00	18-150	101	999		
27		111351 06/19/18 SHIPPING/HANDLING ALLPORT EDITIONS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	42.91	18-150	101	999		
28		1614406 06/19/18 SCIENCE FAIR- LANYARD JONES SCHOOL SUPPLY CO INC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	23.80	18-162	101	999		
29		1614406 06/19/18 SCIENCE FAIR- MEDAL JONES SCHOOL SUPPLY CO INC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	29.80	18-162	101	999		
30		1614406 06/19/18 SHIPPING/HANDLING JONES SCHOOL SUPPLY CO INC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	5.25	18-162	101	999		
31		SI620901 06/20/18 GLOBAL BEAT GS GB WEST MUSIC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193	100.00	18-165	115	999		193
32		SI620901 06/20/18 GLOBAL BEAT MS GB WEST MUSIC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193	295.00	18-165	115	999		193
33		SI620901 06/20/18 BASIC BEAT BBH05 WEST MUSIC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193	5.95	18-165	115	999		193
34		SI620901 06/20/18 BASIC BEAT BBH04 WEST MUSIC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193	4.95	18-165	115	999		193
35		SI620901 06/20/18 BASIC BEAT BBG14 WEST MUSIC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193	12.95	18-165	115	999		193
36		SI620901 06/20/18 BASIC BEAT MALLETT SET WEST MUSIC PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193	76.95	18-165	115	999		193
37		06/20/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	285.58	18-167	101	999		
38		2260168A 06/19/18 MATH WKBK- GD 2 FOLLETT EDUCATIONAL SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	174.80	18-157	101	999		



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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
39		2260168A 06/19/18 PHONICS WKBK- GD 2	139.80	18-157	101	999			
		FOLLETT EDUCATIONAL SERVICES							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
40		2260168A 06/19/18 MAPS,GLOBES,GRAPHS- 2	854.45	18-157	101	999			
		FOLLETT EDUCATIONAL SERVICES							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
41		2260168A 06/19/18 PHONICS WKBK- GD 1	118.80	18-157	101	999			
		FOLLETT EDUCATIONAL SERVICES							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
42		2260168A 06/19/18 MAPS,GLOBES,GRAPHS- GD1	338.00	18-157	101	999			
		FOLLETT EDUCATIONAL SERVICES							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
43		2260168A 06/19/18 SHIPPING/HANDLING	6.01	18-157	101	999			
		FOLLETT EDUCATIONAL SERVICES							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
44		06/19/18 INSTRUCTIONAL SUPPLIES	1,248.64	18-160	101	999			
		REALLY GOOD STUFF							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
45		06/19/18 SHIPPING/HANDLING	149.84	18-160	101	999			
		REALLY GOOD STUFF							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
46		06/19/18 I SING YOU SING CD	34.99	18-164	115	999		193	
		JW PEPPER							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193							
47		06/19/18 TWAS NOT B4 CHRISTMAS	69.99	18-164	115	999		193	
		JW PEPPER							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193							
48		06/19/18 JINGLE BELL JUKEBOX	69.99	18-164	115	999		193	
		JW PEPPER							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193							
49		06/19/18 WINTER WONDERLAND BAND	56.00	18-164	115	999		193	
		JW PEPPER							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193							
50		06/19/18 CHRISTMAS MASS UP	45.00	18-164	115	999		193	
		JW PEPPER							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193							
51		06/19/18 SHIPPING/HANDLING	19.99	18-164	115	999		193	
		JW PEPPER							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-193							
52		06/19/18 DYSLEXIA FONT LICENSE	43.95	18-152	115	999		110	
		DYSLEXIEFONT.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-110							
53		06/19/18 YOUTH STRENGTH FINDER ACC	249.75	18-172	101	999			
		GALLUP, INC							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							
54		06/19/18 MY WRITING JOURNAL	29.95	18-163	101	999			
		PRIMARY CONCEPTS							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-							

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
55		06/19/18 MY WORD BOOK	29.95	18-163	101	999		
		PRIMARY CONCEPTS						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
56		06/19/18 ALPHABET LTR TILES	69.95	18-163	101	999		
		PRIMARY CONCEPTS						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
57		06/19/18 SHIPPING/HANDLING	15.58	18-163	101	999		
		PRIMARY CONCEPTS						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
58		IN0639469 06/26/18 LG FINGER BANDAIDS	5.90	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
59		IN0639469 06/26/18 FLEXIBLE FABRIC BAND AID	4.00	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
60		IN0639469 06/26/18 LG PATCH COVERLET	9.85	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
61		IN0639469 06/26/18 JR TONGUE DEPRESSORS	5.79	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
62		IN0639469 06/26/18 TRIPLE ANTIBIOTIC	7.40	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
63		IN0639469 06/26/18 ADULT ELBOW SLING	6.15	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
64		IN0639469 06/26/18 CHILD ELBOW SLING	6.15	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
65		IN0639469 06/26/18 EAR WAX SRINGE	5.00	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
66		IN0639469 06/26/18 MENTHOL THROAT LOZENGES	3.75	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
67		IN0639469 06/26/18 HONEY THROAT LOZENGES	3.75	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
68		IN0639469 06/26/18 CHERRY THROAT LOZENGES	3.75	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
69		IN0639469 06/26/18 XTRA STRENGTH TUMS	5.99	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
70		IN0639469 06/26/18 EXAM GLOVES	11.90	18-125	115	999	145	
		MACGILL SCHOOL NURSE SUPPLIES						
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/	
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
71		IN0639469 06/26/18 FINGER TIP PULSE OXIMETER MACGILL SCHOOL NURSE SUPPLIES	21.99	18-125	115	999		145
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2131-610-145						
72		2225221 06/20/18 KNIFE SWITCH, POLE, THROW FLINN SCIENTIFIC INC	21.50	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
73		2225221 06/20/18 BAR MAGNETS FLINN SCIENTIFIC INC	32.80	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
74		2225221 06/20/18 NEODYMIUM MAGNET FLINN SCIENTIFIC INC	11.95	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
75		2225221 06/20/18 LITMUS RED TEST PAPERS FLINN SCIENTIFIC INC	6.00	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
76		2225221 06/20/18 LITMUS BLUE TEST PAPERS FLINN SCIENTIFIC INC	6.25	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
77		2225221 06/20/18 HYDRION PH TEST FLINN SCIENTIFIC INC	10.00	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
78		2225221 06/20/18 GRASS FROG FLINN SCIENTIFIC INC	92.50	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
79		2225221 06/20/18 GRASSHOPPERS FLINN SCIENTIFIC INC	16.00	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
80		2225221 06/20/18 EYE COLOR LAB FLINN SCIENTIFIC INC	32.75	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
81		2225221 06/20/18 DROPPING PIPET FLINN SCIENTIFIC INC	10.50	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
82		2225221 06/20/18 MINI-LIGHT BULB FLINN SCIENTIFIC INC	15.00	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
83		2225221 06/20/18 HAND BOILER FLINN SCIENTIFIC INC	16.00	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
84		2225221 06/20/18 SHIPPING/HANDLING FLINN SCIENTIFIC INC	36.70	18-156	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
85		06/21/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES	33.94	18-173	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						
86		06/21/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES	49.14	18-173	101	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-						

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87	06/21/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	91.46	18-173	101	999		
88	06/21/18 SALINE WOUND WASH AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	16.99	18-170	101	999		
89	06/21/18 SELF-INKING STAMP REPLACE AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	29.88	18-170	101	999		
90	06/21/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	81.51	18-173	101	999		
91	06/21/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	701.13	18-167	101	999		
92	06/22/18 BOOK COLLECTION AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	130.03	18-169	101	999		
93	06/22/18 HANDWRITING- GRADE 6 AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	109.78	18-166	101	999		
94	06/22/18 HANDWRITING- GRADE 7 AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	233.74	18-166	101	999		
95	06/22/18 HANDWRITING- GRADE 8 AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	44.95	18-166	101	999		
96	25762 06/22/18 MIDDLE SCHOOL ART SUPPLIE NASCO PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-137	513.79	18-181	115	999	137	
97	06/22/18 INSTRUCTIONAL SUPPLIES AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	43.80	18-168	101	999		
98	06/22/18 ENG-VOYAGES- GRADE 6 LOYOLA PRESS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	224.25	18-158	101	999		
99	06/22/18 ENG- VOYAGES- GRADE 7 LOYOLA PRESS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	104.65	18-158	101	999		
100	06/22/18 SHIPPING/HANDLING LOYOLA PRESS PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	39.47	18-158	101	999		
101	4025536812 06/26/18 GRADE 1- MATH WRKBKS PEARSON EDUCATION PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	989.47	18-159	101	999		
102	4025536812 06/26/18 GRADE 2- MATH LESSON PKTS PEARSON EDUCATION PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	989.47	18-159	101	999		

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103	4025536812 06/26/18 SHIPPING/HANDLING PEARSON EDUCATION PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	158.32	18-159	101	999		
104	06/26/18 CLASSROOM SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	143.72	18-141	101	999		
105	06/26/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	101.62	18-146	101	999		
106	06/26/18 SUPPLIES- ART SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-137	2,421.41	18-137	115	999	137	
107	06/26/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	631.78	18-147	101	999		
108	14936279 06/27/18 STAR LAB RENTAL MUSEUM OF THE ROCKIES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-110	125.00	18-183	115	999	110	
109	UMBRELLA AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	21.86	18-170	101	999		
110	UMBRELLA AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	23.99	18-170	101	999		
111	FRIDGE/FREEZER AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	125.97	18-170	101	999		
112	OFFICE CHAIR AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	99.99	18-170	101	999		
113	INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	146.52	18-136	101	999		
114	06/28/18 ELECTRIC STAPLER AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	47.88	18-170	101	999		
115	06/28/18 MINI SHOP VAC AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	29.99	18-170	101	999		
116	06/28/18 UMBRELLA AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	23.99	18-170	101	999		
117	07/02/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	115.02	18-140	101	999		
118	07/02/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	203.85	18-133	101	999		

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Claim Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct./Source/ Prog-Func	Obj	Proj
119	07/03/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	157.70	18-148	101	999		
120	07/03/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	365.27	18-144	101	999		
121	07/02/18 DISC O SIT JUNIOR SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610-423	77.97	18-149	115	999		423
122	07/02/18 POSITIVE WORD STICKERS SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610-423	7.08	18-149	115	999		423
123	07/02/18 SAFETY COMPASS SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610-423	0.84	18-149	115	999		423
124	07/02/18 CHESS/CHECKERS SET SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610-423	7.40	18-149	115	999		423
125	07/02/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -280-1000-610-	84.05	18-139	101	999		
126	07/03/18 INSTRUCTINAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	4,059.61	18-132	101	999		
127	07/02/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	41.13	18-134	101	999		
128	07/04/18 COAT RACK WALL MOUNT SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -420-1000-610-423	51.88	18-149	115	999		423
129	07/04/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	89.14	18-144	101	999		
130	07/04/18 INSTRUCTINAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	-29.58	18-132	101	999		
131	2260168B 07/04/18 PHONICS WKBK- GD 2 FOLLETT EDUCATIONAL SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	396.10	18-157	101	999		
133	07/02/18 INSTRUCTIONAL SUPPLIES SCHOOL SPECIALTY INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	1,426.94	18-142	101	999		
134	07/05/18 INTEREST CHARGES SHOULD BE REVERSED AUG 2018	15.59*		101	100-2500		810
135	FIRST AID KIT FOR GYM AMAZON.COM CREDIT SERVICES PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-	71.98	18-170	101	999		

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
1262 -99905E	1305 BMO MASTERCARD	208.00					
	GGG TEACHERS PCARD TRANSACTION #8647						
	JULY 5, 2018 STMT						
1	CC-109 06/05/18 1ST & 2ND GRADE FIELD TRIP	208.00		115	625	710	
	BOZEMAN HOT SPRINGS						
	CC Accounting: 115-			-710-3400-582-710			
1263 -99904E	1305 BMO MASTERCARD	786.55					
	K.KROB PCARD TRANSACTIONS #3616 (LIBRARY)						
	JULY 5 2018 STATEMENT						
1	06/13/18 PENCIL SHARPENER	67.10	18-177	115	999	160	
	THE LIBRARY STORE INC						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-160						
2	06/13/18 SHIPPING/HANDLING	13.85	18-177	115	999	160	
	THE LIBRARY STORE INC						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-160						
3	06/13/18 LIBRARY BOOKS	88.95	18-176	101	999		
	AMAZON.COM CREDIT SERVICES						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-640-						
4	06/13/18 LIBRARY BOOKS	7.49	18-176	101	999		
	AMAZON.COM CREDIT SERVICES						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-640-						
5	6397094 06/13/18 BOOKMARKS	6.99	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
6	6397094 06/13/18 BOOKMARKS	6.99	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
7	6397094 06/13/18 BOOKMARKS	6.99	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
8	6397094 06/13/18 BOOKMARKS	6.99	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
9	6397094 06/13/18 BOOKMARKS	6.99	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
10	6397094 06/13/18 BOOKMARKS	8.98	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
11	6397094 06/13/18 BOOKMARKS	8.99	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
12	6397094 06/13/18 SHIPPING/HANDLING	9.95	18-178	101	999		
	DEMCO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						
13	06/13/18 SCANNER LABELS	35.98	18-179	101	999		
	DYMO						
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2225-610-						

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org			
14		06/16/18 MAGAZINE RENEWALS	147.85	18-180	101		999	
		SUBSCRIPTION SERVICES OF AMERICA						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-2225-650-	
15		06/16/18 LIBRARY BOOKS	362.46	18-176	101		999	
		AMAZON.COM CREDIT SERVICES						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-2225-640-	
1264	-99903E	1305 BMO MASTERCARD	23,125.21					
		M. COON PCARD TRANSACTION #3608						
		JULY 5 2018 STATEMENT						
1		CC-110 06/07/18 WY TRIP- HOTEL ROOM	131.90			115	625	710
		YELLOWSTONE PARK HOTEL- GRAY WOLF						
		CC Accounting: 115-				-710-3400-582-	710	
2		NBX6672 06/14/18 AUDIO SPLITTER	10.14	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-682-	
3		NBX6672 06/14/18 EPPSON WALL MOUNT	92.99	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-682-	
4		NBX6672 06/14/18 AIRTIME WIRELESE HDMI	259.00	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-682-	
5		NBX6672 06/14/18 HP CHROMEBOOKS	7,125.00	18-131	115		999	424
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-780-424	
6		NBX6672 06/14/18 RED POINT WIRELESS PRESEN	148.56	18-131	128		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-682-	
7		NBX6672 06/14/18 ALL-IN-ONE COMPUTER	4,406.65	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-660-	
8		NBX6672 06/14/18 WINDOWS PRO LICENSE	597.00	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-680-	
9		NBX6672 06/14/18 FLASH MEMORY- SAN DISK	82.58	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-682-	
10		NCG3315 06/15/18 GOOGLE LICENSE	625.00	18-131	115		999	424
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-680-424	
11		NCN8388 06/18/18 WIRELESS ACCESS POINT	879.00	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-660-	
12		NCN8388 06/18/18 MERAKI- CONTROLLER LICENS	272.11	18-131	128		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-680-	
13		NCN8388 06/18/18 MERAKI 8-P SWITCH	1,808.06	18-131	101		999	
		CDW GOVERNMENT, INC.						
		PO Accounting (Org/Prog/Func/Obj/Proj):					-100-1000-660-	



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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
14	NCN8388 06/18/18 MERAKI LICENSE CDW GOVERNMENT, INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-	273.36	18-131	101	999		
15	NCW0736 06/19/18 CHARGING CART CDW GOVERNMENT, INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-	1,399.00	18-131	101	999		
16	NCW0736 06/19/18 TRIPOD CDW GOVERNMENT, INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-682-	245.45	18-131	101	999		
18	06/28/18 WEATHER STATION WEATHERSHACK.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-145	621.90	18-124	115	999	145	
19	06/28/18 POWER ADAPTERS- CHROMEBOO LENOVO	93.25*	18-190	101	100-1000	682	
20	06/28/18 KEYBOARD REPLACEMENT KEYB LENOVO	48.53*	18-189	101	100-1000	682	
21	NGX3143 07/03/18 EPSON PROJECTOR CDW GOVERNMENT, INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-	1,490.00	18-131	101	999		
22	NGK2161 07/03/18 HP ELITE ONE- ALL IN ONE CDW GOVERNMENT, INC. PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-	2,499.00	18-131	101	999		
23	07/05/18 INTEREST CHARGES SHOULD BE REVERSED ON AUG 2018 STMT	16.73*		101	100-2500	810	
1265 -99902E	1305 BMO MASTERCARD T. ANDERSON PCARD TRANSACTIONS #3590 JULY 5, 2018 STATEMENT	1,391.31					
1	CC-111 06/06/18 STUDENT AWARDS EOY- GIFT CARDS BOB WARD & SON'S	100.00		101	625		
		CC Accounting: 101-		-100-1000-610			
2	CC-111 06/06/18 CERTIFICATES- GRADUATION STAPLES CREDIT PLAN	11.99		101	625		
		CC Accounting: 101-		-100-1000-610			
3	CC-111 06/06/18 PIR DAY MEAL ROSAUERS- BOZEMAN	85.46		115	625	162	
		CC Accounting: 115-		-100-1000-583-162			
4	CC-111 06/06/18 MBI- ANDERSON MSU CONFERENCE SERVICES	270.00		101	625		
		CC Accounting: 101-		-100-2400-582			
5	CC-111 06/06/18 MBI- GRAFEL MSU CONFERENCE SERVICES	270.00		101	625		
		CC Accounting: 101-		-100-2120-582			
6	CC-111 06/06/18 MBI- YAGER MSU CONFERENCE SERVICES	310.00		101	625		
		CC Accounting: 101-		-100-1000-582			
7	CC-111 06/06/18 MBI- GUNDERSON MSU CONFERENCE SERVICES	270.00		101	625		
		CC Accounting: 101-		-910-3100-582			

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj	Proj
Line #	Invoice #/Inv	Date/Description	Line Amount	PO #	Fund	Org			
8	CC-111 06/16/18	INTERVIEW LUNCHES	72.55		115	625			110
	STACEY'S						CC Accounting: 115- -100-2400-582-110		
9	CC-111 07/05/18	INTEREST CHARGES	1.31		101	625			
	SHOULD BE REFUNDED IN AUG 2018						CC Accounting: 101- -100-2500-810		
	BMO MASTERCARD								
	1267 -99901E 1305 BMO MASTERCARD		135.74						
	A.DAVIS PCARD TRANSACTIONS- #1614								
	JULY 5, 2018 STATEMENT								
1	CC-112 06/05/18	GRADUTION GIFTS FOR STUDENTS	56.88		115	625			145
	MONTANA GIFT CORRAL						CC Accounting: 115- -100-1000-610-145		
2	CC-112 06/05/18	GRADUTION GIFTS FOR SPEAKER	13.69		115	625			145
	THE COFFEE POT BAKERY CAFE						CC Accounting: 115- -100-1000-610-145		
3	CC-112 06/05/18	GRADUTION GIFTS FOR SPEAKER	30.96		115	625			145
	MOUNTAIN ARTS POTTERY						CC Accounting: 115- -100-1000-610-145		
4	06/05/18	INTEREST CHARGES	34.21*		101	100-2500			810
	SHOULD BE REVERSED IN AUG 2018								

# of Claims       7                          Total:       54,443.21

Total Electronic Claims       54,443.21

Total Non-Electronic Claims

**CANCELLED/VOIDED WARRANTS FROM PRIOR FISCAL YEARS**

VENDOR	WARRANT #	ACCOUNTING PERIOD	ORIGINAL AMOUNT	FUND CREDITED BACK TO:
AMERICAN GUIDANCE SERVICES, INC.	31742	06/2012	\$96.80	101
ANOTHER PETER'S PAINTING	32575	06/2013	\$1,100.00	101
AWWS - ADVANCED WASTEWATER SPECIA	30111	06/2010	\$535.00	101
BELGRADE EQUIPMENT LLC	26036	06/2006	\$4.65	101
BOZEMAN ARBORCARE TREE SERVICE	32867	11/2013	\$125.00	101
BRIDGER GLASS & WINDOWS, INC.	26415	10/2006	\$65.00	101
BUFFALO RESTORATIONS INC	32578	06/2013	\$3,759.78	101
CLIA PROGRAM, DIV. OF QUALITY ASS	26309	09/2006	\$150.00	101
COMFORT SYSTEMS OF MT INC	31115	10/2011	\$228.43	101
CONSULTING DESIGN SOLUTIONS INC	32651	06/2013	\$150.00	101
CONVERSION	26220	08/2006	\$212.00	101
CONVERSION	26338	09/2006	\$257.70	101
CONVERSION	29465	08/2009	\$40.00	101
CONVERSION	30134	06/2010	\$75.95	101
CONVERSION	32616	06/2013	\$1,800.00	101
COON, MIKE	25003	08/2005	\$100.00	115
CUSTOM LOGO	30787	05/2011	\$63.00	101
DEURMEIER, CYNTHIA	31911	09/2012	\$52.50	101
FIRE SUPPRESSION SYSTEM INC	26202	08/2006	\$68.00	101
GALLATIN GATEWAY GYM FLOOR	32292	03/2013	\$1,166.01	101
HARCOURT INC.	30140	06/2010	\$177.38	101
HARLOW'S BUS SALES, INC.	28612	09/2008	\$479.33	101
HERITAGE CHRISTIAN SCHOOL	25041	08/2005	\$162.50	115
INTERNATIONAL READING ASSOCIATION	29763	01/2010	\$99.00	101
MSU BOOKSTORE	26727	01/2007	\$48.50	101
NATIONAL GEOGRAPHIC BEE	28731	10/2008	\$170.64	101
OPHIR ELEMENTARY SCHOOL	27990	02/2008	\$100.00	110
ORIENTAL TRADING COMPANY, INC.	31275	12/2011	\$1,477.85	101
OWENHOUSE ACE HARDWARE	25250	10/2005	\$19.05	101
PERSONALIZE IT	27700	11/2007	\$7.60	101
PHI DELTA KAPPA	31929	09/2012	\$95.00	101
PROPERTY & SUPPLY BUREAU	27320	07/2007	\$17.00	101
REVO AMERICA	31821	06/2012	\$239.94	110
SCHOOL.MATE	28555	08/2008	\$439.35	101
SONICWALL, INC.	25258	10/2005	\$695.00	128
TARGET	31797	06/2012	\$84.98	101
TROUT UNLIMITED YOUTH EDUCATION P	32618	06/2013	\$371.00	101
			<b>\$14,733.94</b>	

## Classified Hire Recommendation

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### **Classroom Aide/Substitute Teacher/Playground Supervisor/Secretary**

\$14.00/hour not to exceed 40 hours/week for 179 full days (7:30am- 4:00pm) and 8 half days (7:30am- 1:00pm) from January 22, 2018- June 8, 2018 and \$212.50/month flex (\$1062.50/year).

### **Background:**

This recommendation will fill one of the paraprofessional vacancies at GGS left from the resignation of Kelli Campbell, Fraulein Jaffe, and Autumn Brantley.

### **Recommendation:**

Wendy Berkland

### **Rationale:**

- Ms. Berkland has experience working in the Altacare program at Meadowlark Elementary and Chief Joseph Elementary, as well as, Middlecreek Montessori
- She holds a Bachelor of Science in Education from Wheelock College in Boston, MA
- She has the experience and caring demeanor that will make her a valuable member of the Gallatin Gateway School family
- She was a unanimous choice of the interview committee, which consisted of: Travis Anderson, Carrie Fisher, Erica Clark, and Mike Coon.

**Motion:** to hire Wendy Berkland \$14.00/hour not to exceed 40 hours/week for 179 full days (7:30am- 4:00pm) and 8 half days (7:30am- 1:00pm) from August 14, 2018- June 7, 2019 and \$212.50/month flex (\$1062.50/year) as a Classroom Aide/Special Education Aide/Substitute Teacher/Lunchroom Supervisor/Crosswalk Duty/Secretary aide pending adequate fingerprint/background check.

## Classified Hire Recommendation

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### **Classroom Aide/Substitute Teacher/Playground Supervisor/Secretary**

\$14.00/hour not to exceed 40 hours/week for 179 full days (7:30am- 4:00pm) and 8 half days (7:30am- 1:00pm) from January 22, 2018- June 8, 2018 and \$212.50/month flex (\$1062.50/year).

### **Background:**

This recommendation will fill one of the paraprofessional vacancies at GGS left from the resignation of Kelli Campbell, Fraulein Jaffe, and Autumn Brantley.

### **Recommendation:**

Rochelle DeGroot

### **Rationale:**

- Ms. DeGroot has experience working with students as a tutor, as well as, an assistant at Hearts and Minds Montessori
- She holds a Bachelor of Science in Human Development and Family Studies from Warner Pacific College in Portland, OR
- She has the experience and caring demeanor that will make her a valuable member of the Gallatin Gateway School family
- She also has experience working with students of various disabilities
- She was a unanimous choice of the interview committee, which consisted of: Travis Anderson, Carrie Fisher, Erica Clark, and Mike Coon.

**Motion:** to hire Rochelle DeGroot \$14.00/hour not to exceed 40 hours/week for 179 full days (7:30am- 4:00pm) and 8 half days (7:30am- 1:00pm) from August 14, 2018- June 7, 2019 and \$212.50/month flex (\$1062.50/year) as a Classroom Aide/Special Education Aide/Substitute Teacher/Lunchroom Supervisor/Crosswalk Duty/Secretary aide pending adequate fingerprint/background check.

## Classified Hire Recommendation

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### Classroom Aide/Substitute Teacher/Playground Supervisor/Secretary

\$14.00/hour not to exceed 40 hours/week for 179 full days (7:30am- 4:00pm) and 8 half days (7:30am- 1:00pm) from January 22, 2018- June 8, 2018 and \$212.50/month flex (\$1062.50/year).

### Background:

This recommendation will fill one of the paraprofessional vacancies at GGS left from the resignation of Kelli Campbell, Fraulein Jaffe, and Autumn Brantley.

### Recommendation:

Jamie Poukish

### Rationale:

- Ms. Poukish has experience working with students as a paraprofessional at Monforton Elementary School
- She also has experience as a preschool teacher at Kid Kare in Kalispell
- She holds a Bachelor of Science in Elementary Education from University of Montana Western in Dillon, MT
- She holds a Montana K-8 Teaching Certificate
- She has the experience and caring demeanor that will make her a valuable member of the Gallatin Gateway School family
- She was a unanimous choice of the interview committee, which consisted of: Travis Anderson, Carrie Fisher, Erica Clark, and Mike Coon.

**Motion:** to hire Jamie Poukish \$14.00/hour not to exceed 40 hours/week for 179 full days (7:30am- 4:00pm) and 8 half days (7:30am- 1:00pm) from August 14, 2018- June 7, 2019 and \$212.50/month flex (\$1062.50/year) as a Classroom Aide/Special Education Aide/Substitute Teacher/Lunchroom Supervisor/Crosswalk Duty/Secretary aide pending adequate fingerprint/background check.

## After School Program Coordinator Hire Recommendation

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### **After School Program Coordinator**

\$16.00/hour not to exceed 18 hours/week for 196 days (3:00pm-6:00pm) and 8 half days (1:00pm-6:00pm) from August 28, 2018-June 7, 2019.

**Flexible Benefits:** \$95.50/month for 10 months (\$955/year)

### **Background:**

During the July 25, 2018 Board Meeting, the Gallatin Gateway School District #35 Board of Trustees approved the creation of an afterschool program for the 2018-2019 school year. This recommendation is to fill the coordinator position for that program.

### **Recommendation:**

Fraulein Jaffe

### **Rationale:**

- Mrs. Jaffe has worked for Gallatin Gateway School District #35 as a paraprofessional the past two years.
- In that time, she has built strong relationships with the students, parents, staff, and Gallatin Gateway community.
- She has an understanding of district policies and has expressed an eagerness to assist in the creation of the afterschool program.
- She is detail oriented and will do a great job of working with the details associated with a new program.
- As an employee, she has already passed a background check, thus will be able to assist with the program as soon as the board approves the hire. This will greatly expedite the timetable in which she can assist.

**Motion:** to hire Fraulein Jaffe at \$16.00/hour not to exceed 18 hours/week for 196 days (3:00pm-6:00pm) and 8 half days (1:00pm-6:00pm) from August 28, 2018-June 7, 2019 and \$955/year in flexible benefits paid over 10 months at \$95.50/month.

School Year Calendar and DaySchool Calendar

Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of hours in a school term, the length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

Commemorative Holidays

Teachers and students will devote a portion of the day on each commemorative holiday designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may from time to time designate a regular school day as a commemorative holiday.

Saturday School

Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of providing additional pupil instruction, provided that: (a) Saturday school is not a pupil-instruction day and does not count toward the minimum aggregate hours of pupil instruction; and (b) student attendance is voluntary.

School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

- (a) A minimum of 360 aggregate hours for a kindergarten program;
- (b) 720 hours for grades 1 through 3;
- (c) 1,080 hours for grades 4 through 12; and
- (d) 1,050 hours may be sufficient for graduating seniors.

In addition, **a minimum of** seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation for the purpose of organization of the school year;
2. Staff professional development programs (minimum of three (3) days);
3. Parent/teacher conferences; and
4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).



The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101-103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development

# Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on:

4301

## COMMUNITY RELATION

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### Visitors to Schools

The District welcomes visits by parents and citizens to all District buildings. All visitors shall report to and sign in at the main office on entering when visiting the School District. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time. Parents or guardians having particular concerns to discuss with the teacher **must** ~~are asked to~~ arrange a conference time between 3:15~~30~~pm and 4:00pm, Monday, **Tuesday, and** through Thursday.

**Any person, including an adult, who behaves in an unacceptable manner during the school day or at any school event may be asked to immediately leave the school grounds and may be denied admission to school building for up to a year after a Board hearing.**

### **Examples of unacceptable conduct include but are not limited to:**

- **Using vulgar or obscene language or gestures;**
- **Possessing or being under the influence of any alcoholic beverage or illegal substance;**
- **Possessing a weapon without prior Board authorization;**
- **Fighting or otherwise striking or threatening another person;**
- **Failing to obey instructions of a security officer or District employee; and**
- **Engaging in any illegal or disruptive activity.**

**The Superintendent may seek to deny future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:**

1. **Date, time, and place of a Board hearing;**
2. **Description of the unacceptable conduct; and**
3. **Proposed time period admission to the school building will be denied.**

Legal Reference: §20-1-2016, MCA Disturbance of school

5015

PERSONNEL

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Definitions

• “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

• “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.

• “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of: a. Physically harming an employee or damaging an employee’s property; b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or c. Creating a hostile working environment.

• “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she

has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

### Responsibilities

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

### Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

### Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Cross Reference:     **1700    Uniform Complaint Procedure****

Legal Reference:	Admin. R. Mont. 10.55.701(3)(g)	Board of Trustees
	Admin. R. Mont. 10.55.801(1)(d)	School Climate

# 2018-2019 Extra- Curricular Positions Salary

Extra Duty/Assignment	16-17 Stipend	17-18 Stipend	18-19 Recommended Stipend	Responsibilities	Recommended Employee
Mentor	\$300.00	\$300.00	\$300.00	<i>Mentoring new teachers, weekly/monthly meetings as needed to assist the new teacher with acclimating to Gallatin Gateway School. Explaining policies, procedures, etc. Answer questions. Assist with curriculum planning and classroom management as needed.</i>	TBD
Mentor (external)	\$0.00	\$500.00	\$500.00	<i>Mentoring new music teacher, weekly/monthly meetings as needed to assist the new teacher with with curriculum planning and classroom management as needed.</i>	TBD
School Store (recommending closing school store)	\$300.00	\$300.00	\$0.00	<i>Supervise and maintain the school store sales and inventory. School store will be open at least once each week. Must make montly deposits with Business Manager or more frequently if needed. Submit purchase orders as needed to keep inventory current and releavant.</i>	TBD
Student Council Advisor	\$600.00	\$600.00	\$600.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings approx. 2x month Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornlngs, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary.	TBD
Washington DC Advisor (8th Grade)	\$1,000.00	\$1,000.00	\$1,000.00	Primary responsible party for planning and organizing the 8th grade washington DC trip. Will book airline tickets, hotels, and all other activities while in DC. This person will be responsible for coordinating and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chapersones. Will hold evening parent meetings as necessary to plan and prepare for the DC trip and all fund raisers. Will plan and organize fundraisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while In DC and serve as the tour guide while in DC. Will develop behavior expectations for students while in DC and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	TBD
Washington DC Assistant Advisor	\$375.00	\$375.00	\$375.00	Assist the primary advisor with planning and organizing the 8th grade Washington DC trip. Will attend evening parent meetings as necessary to plan and prepare for the DC trip and all fund-raisers. Will help plan and organize fund-raisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and assist with tours while in DC.	TBD

# 2018-2019 Extra- Curricular Positions Salary

Extra Duty/Assignment	16-17 Stipend	17-18 Stipend	18-19 Recommended Stipend	Responsibilities	Recommended Employee
Expedition Yellowstone Advisor (6th Grade)	\$600.00	\$600.00	\$600.00	Responsible for planning and organizing the 6th Grade Expedition Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the trip.	TBD
WY Trip Advisor (5th Grade)	\$150.00	\$150.00	\$150.00	Responsible for planning and organizing the 5th Grade Overnight West Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in West Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	TBD
Adult Ed Coordinator	\$1,550.00	\$1,550.00	\$1,550.00	See Adult Ed Coordinator Job Description.	TBD
Adult Ed Coordinator (assistant)	\$575.00	\$575.00	\$575.00	Assist Adult Ed Coordinator-- See Adult Ed Coordinator Job Description.	TBD
Athletic Director	\$1,400.00	\$1,400.00	\$1,400.00	See Athletic Director Job Description.	TBD
Assistant Athletic Director	\$725.00	\$725.00	\$725.00	Assist Athletic Director-- See Athletic Director Job Description.	TBD
Volleyball Head Coach	\$1,200.00	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Volleyball Assistant Coach	\$700.00	\$700.00	\$700.00	Assist Head Coach-- See Head Coach Job Description.	TBD
Boys' Basketball Head Coach	\$1,200.00	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Boys' Basketball Assistant Coach ( up to 2)	\$700.00	\$700.00	\$700.00	Assist Head Coach-- See Head Coach Job Description.	TBD
Girls' Basketball Head Coach	\$1,200.00	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Girls' Basketball Assistant Coach (up to 2)	\$700.00	\$700.00	\$700.00	Assist Head Coach-- See Head Coach Job Description.	TBD
Cheerleading Head Coach (boys' season)	\$510.00	\$510.00	\$510.00	See Head Coach Job Description	TBD
Wrestling Head Coach	\$1,200.00	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Track Head Coach	\$1,200.00	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Track Assistant Coach (up to 2)	\$400.00	\$400.00	\$400.00	Assist Head Coach-- See Head Coach Job Description.	TBD

## 2017 – 2018 Gallatin Gateway School District Goals

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

program needs and establish a meeting schedule.			
Conduct a monthly meeting with all teachers working in the mentor program.	- Time	- September 2016	- Superintendent - Mentor Teachers - Mentee Teachers
Work with mentor teachers to revise the teacher mentor program to insure that all of the needs are being met. This will also require necessary adjustments to the program.	- Time	- Ongoing	- Superintendent - Mentor Teachers - Business Manager - School Board
Conduct training on the Montana Educator Performance Appraisal System (EPAS). This will include a training in August, regular discussion during staff meetings, and book study.	- 20 copies of "A Framework for Teaching" 2 <sup>nd</sup> Edition - EPAS resources from OPI	- Training and book study will be conducted according to schedule - All needed resources have been obtained from OPI	- Superintendent - Certified Staff <i>- defining 4 main domains vs. classified vs. certified</i>
All teachers will work with administration to develop a professional development plan.	- Online EPAS resources	- October 2016	- Superintendent - Certified Staff
Information gleaned from professional development plans and the mentor teachers will be presented to the Professional Development Advisory Committee to assist in the planning of professional development during the 2017-18 academic year.	- Time - Understanding of district resources available	- Spring 2017	- Superintendent - Certified Staff - School Board - Business Manager
<b>IV. Gallatin Gateway School Board will promote the development of the whole child.</b>			
<b><u>Action Steps</u></b>	<b><u>Resources Needed</u></b>	<b><u>Timeline</u></b>	<b><u>Position(s)</u></b>



<p>Develop and improve the Multi-Tiered Systems of Support (MTSS) within the district. This concept is a combination of Response to Intervention (RTI) and Montana Behavioral Institute (MBI).</p>	<ul style="list-style-type: none"> <li>- Time</li> <li>- Understanding of district resources available</li> <li>- Prioritizing district resources to accomplish the goal established in 2013.</li> </ul>	<ul style="list-style-type: none"> <li>- Spring 2017 update (Ongoing updates to evaluate progress?)</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- School Board</li> <li>- Business Manager</li> </ul>
<p>Establish a district RTI/MBI Leadership Team. The team will meet quarterly to discuss program direction, needs, and student needs.</p>	<ul style="list-style-type: none"> <li>- One teacher from each team (K-2, 3-5, 6-8)</li> <li>- One teacher from specials</li> <li>- SPED</li> <li>- Classified</li> <li>- Administration</li> <li>- ELA/Math Committee Chair</li> </ul>	<ul style="list-style-type: none"> <li>- October 2016 (Establish committees, scopes, and meeting schedules by _?)</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- Classified Staff</li> <li>- Mike Ruyle?</li> </ul>
<p>Establish two sub-committees of the Leadership Team (Subject Teams) and corresponding chairs tasked with evaluating specific subject area curriculum and instruction: Math and ELA. (How often will committees meet?)</p>	<ul style="list-style-type: none"> <li>- One chair for each subject area: Math &amp; ELA</li> <li>- How many committee members?</li> </ul>	<ul style="list-style-type: none"> <li>- October 2017?</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- Classified Staff</li> <li>- Mike Ruyle?</li> </ul>
<p>Take a team of teachers to the MBI Conference at MSU in June of 2018. A maximum of 8 staff members will attend in 2017. (Should we get rid of a max. number of staff that can attend? It currently lists a max of 8, but 10 attended in 2016 - as listed at</p>	<ul style="list-style-type: none"> <li>- The cost of the institute is roughly \$250/person. Therefore we will need \$2,000 to \$2,500 to support the staff attending.</li> <li>- The institute is located on campus at MSU, therefore</li> </ul>	<ul style="list-style-type: none"> <li>- 10 GGS staff members attended in June of 2016.</li> <li>- June 2017 (2018)</li> <li>- Discussion of the institute and sign ups will begin in April 2017.</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- School Board</li> <li>- Business Manager</li> </ul>

right?) Preference for attendance slots will go to MTSS Leadership Team members as well as Subject Team Chairs.	travel costs will not be associated with this institute.		
Designate a staff member to lead the data collection process and assist the content teams on data analysis. (Heightened focus will be placed on integrating and evaluating data from all sources (i.e. AimsWeb, Stars, SBAC) to give a more complete picture of progress and areas needing improvement.)	- No additional needs	- MTSS Leadership Team designation	- Superintendent - Certified Staff
Increase standards set in STAR software.	- No additional needs	- ASAP	- Superintendent - Staff member designated to collect data?
Analyze the Tier I instruction to insure a guaranteed and viable curriculum.	- Time to analyze current curriculum	- April 2, 2018 PIR Day - August 25, 2017 PIR Day	- Superintendent - Certified Staff - ACE Consortium
Compile a complete list of available intervention resources within the district to determine intervention needs.	- Time to analyze and discuss interventions	- November 2016 (Update)	- Superintendent - Certified Staff - Business Manager - Sp. Ed Co-op - Robin Miller (mentioned in our mtg.)
Schedule <b>OPI Consultant</b> (RTI Specialist from Anderson School and designated by OPI) to conduct professional development during an August PIR day and April 7.	- There are resources through OPI that are available to pay Paula for her time.	- August 2016 (Update)	- Superintendent - Business Manager

<del>Create goals for the exploration and early implementation of MFSS. This will be conducted with Paula Schultz in August and analyzed in April.</del>	<del>No additional needs</del>	<del>Goals should be established at the committee level</del>	<del>Superintendent Certified Staff</del>
<del>Provide presentations to the parent groups for the purpose of educating the public on the five tenets of Whole Child Education.</del>	<del>Time to meet and discuss</del>	<del>November 2016</del>	<del>School Board Superintendent Whole Child Committee</del>
<del>Recruit a core of volunteers from the community.</del>	<del>Time Knowledge of community</del>	<del>November 2016</del>	<del>School Board Superintendent</del>
Enlist a Volunteer Coordinator to recruit volunteers as well as interface between school and volunteers to organize time and tasks.	- Time - Knowledge of community	- November 2016	-
Establish schedule for conducting and evaluating surveys/informational gathering sessions with staff, students, and parents/community.	- Time - Software	- December 2017	- WCC - Superintendent - Emily K. (with staff)
Increase parent involvement in the educational process to improve student success in the classroom	- Time	- Ongoing	- WCC - Superintendent - Certified Staff - BSD Teachers?
Evaluate and analyze breakfast and lunch data	- Time	- Quarterly?	- Business Manager - Superintendent - WCC

<b>V. Gallatin Gateway School will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.</b>			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
Continuation of Superintendent's Community Outreach Committee	- Complete a scope to establish the purpose of committee	- November 2016	- Superintendent - School Board
Hold quarterly parent meetings to discuss ideas and concerns.	- Time	- October 2016	- Superintendent
Conduct open forums as needed at the beginning of a Board Meeting when particular concerns or topics come to the forefront prior to setting agenda.	- Time - Knowledge of community	- Ongoing	- School Board - Superintendent - Business Manager
Discuss high interest topics as appropriate in one board meeting, but vote on the topic at a following meeting to increase opportunity for community input.	- Time - Knowledge of community	- Ongoing	- School Board - Superintendent - Business Manager
Conduct free adult education classes on school finance for the public in the spring of each year.	- Time - Knowledge of school finance	- March 2016	- Superintendent - Business Manager