

August Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, August 20, 2018** at **10am** at the **Gallatin Gateway School Board Room**. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

Consent Agenda

Minutes: August 15, 2018- regular meeting; **Finance:** Warrants; **Personnel:** Hire: Extra-Curricular Positions- Volleyball Coaches

Superintendent's Report

Old Business

Plan Board Welcoming Staff Back to School Activities & Professionalism Presentation

New Business

Action Items:

Review and Consider After School Program Handbook

- Employee Benefit: After School Program

Review and Consider Revisions to the Volunteer Handbook

Next Meetings:

Special Meeting- September 7, 2018 @ 10am- agenda setting

Regular Meeting- September 19, 2018 @ 5pm (and facility walk through)

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**

Call to Order

The Board of Trustees of the Gallatin Gateway School District #35 met at 10:00am on Monday, August 20, 2018 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 10:05am.

Trustees Present

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

Trustees Absent

Carissa Paulson

Staff Present

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; Mike Coon, Teacher; and Erica Clark, Administrative Secretary

Others Present

None

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. He 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 Donna Shockley to approve minutes from August 15, 2018- regular meeting (with revisions); approve claim warrants- #35801-#35812; electronic claims (none); payroll warrants- none; direct deposits- none (VOIDS: none); to hire Lauri Olsen as the volleyball head coach and Lysie Olsen as the volleyball assistant coach beginning August 28, 2018 and ends no later than October 19, 2018, for a salary of \$1200 for the head coach and \$700 for the assistant coach.

Seconded: Vice Chair Julie Fleury

Public Comment: None

For: Fleury, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

OLD BUSINESS

Plan Board Welcoming Staff Back to School Activities & Professionalism Presentation

Board Chair Aaron Schwieterman led a discussion regarding the Board providing breakfast for the staff. Carrie Fisher will set up a Google Doc for board members to sign up and each Board member should sign up for two items to bring. The Board will arrive at 7:30am, staff breakfast will begin at 8am, and the board

will address the staff at 8:30am. Trustee Donna Shockley presented a document entitled “Professionalism in the Workplace” and a proposed outline for topics to be presented to the staff. The Board felt both documents communicated their vision. Vice Chair Julie Fleury will address the staff, but the entire board will be in attendance.

NEW BUSINESS

Review & Consider After School Program Handbook

Motion: Trustee Lessa Racow to approve the After School Program Handbook to include that snacks will be provided by the District, not the parents.

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Review & Consider After School Program Handbook

Motion: Trustee Donna Shockley to allow GGS staff members’ children to attend the after school program on Wednesdays until 4:30pm free of charge.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Review & Consider Revisions to the Volunteer Handbook

Motion: Trustee Lessa Racow to approve the revisions as presented to the Volunteer Handbook..

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Racow, Schwieterman, Shockley

Opposed: None


Motion passed unanimously.

Adjournment

Board Chair Aaron Schwieterman adjourned the meeting at 11:43am.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

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: August 17, 2018

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#35801- #35812

Electronic Payment:
None

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

Payroll Warrant #'s:
None

Direct Deposits/ACH #'s:
None

Voided Payroll Warrant #'s:
None

Thank you.

08/17/18
16:54:34

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details

Page: 1 of 2
Report ID: AP100W

* ... Over spent expenditure

For the Accounting Period: 8/18

Accounts Payable

Warrant Claim	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
35801S	36 ALLEGRA							
1293		147.45						
1	259818 08/16/18 BUSINESS CARDS- NEW EMPLOYEES	147.45*		101		100-2300	610	
	Total Check:	147.45						
35802S	1278 BIG SKY PUBLISHING							
1294		397.60						
1	1120612 08/05/18 EMPLOYMENT AD- AFTERSCHOOL PR	397.60*		101		100-2300	540	
	Total Check:	397.60						
35803S	168 BOZEMAN TROPHY & ENGRAVING							
1295		124.00						
1	16926 08/13/18 NAME BADGES- NEW EMPLOYEES	124.00*		101		100-2300	610	
	Total Check:	124.00						
35804S	1328 BRIDGER ANALYTICAL LAB, INC							
1296		28.00						
1	1808225 08/15/18 WATER TEST	27.44*		101		100-2600	421	
2	1808225 08/15/18 WATER TEST	0.56*		117		610-2600	421	
	Total Check:	28.00						
35805S	222 CDW GOVERNMENT, INC.							
1297		396.70						
1	NPT1268 08/01/18 WINDOWS10 LICENCE	198.35*	19-024	101		100-2400	680	
2	NPT1268 08/01/18 WINDOWS10 LICENCE	198.35*	19-024	101		100-2500	680	
	Total Check:	396.70						
35806S	228 CENTURYLINK							
1298		304.86						
1	08/04/18 MONTHLY PHONE SERVICE	222.54*		101		100-2300	531	
2	08/04/18 MONTHLY PHONE SERVICE	76.22*		110		100-2300	531	
3	08/04/18 MONTHLY PHONE SERVICE	6.10*		117		610-2300	531	
	Total Check:	304.86						
35807S	262 COMMERCIAL ENERGY OF MONTANA INC							
1299		62.43						
1	NWE048720 08/03/18 GAS ON NWE	61.18*		101		100-2600	411	
2	NWE048720 08/03/18 GAS ON NWE	1.25*		117		610-2600	411	
	Total Check:	62.43						
35808S	806 MTSBA - MONTANA SCHOOL BOARD							
1301		860.09						
1	34603 07/31/18 STRATEGIC PLAN MTG- DEB SILK	860.09*		101		100-2300	330	
	Total Check:	860.09						

08/17/18
16:54:34

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 8/18

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
35809S	856 NORTHWESTERN ENERGY					
	1302	1,070.45				
1	08/03/18 ELECTRIC SERVICE	570.66*		101	100-2600	412
2	08/03/18 ELECTRIC SERVICE	146.32*		110	100-2600	412
3	08/03/18 ELECTRIC SERVICE	14.63*		117	610-2600	412
4	08/03/18 POWER-LIGHTS	71.26*		101	100-2600	410
5	08/03/18 POWER-LIGHTS	74.23*		110	100-2600	410
6	08/03/18 POWER-LIGHTS	2.97*		117	610-2600	410
7	08/03/18 NATURAL GAS	186.57*		101	100-2600	411
8	08/03/18 NATURAL GAS	3.81*		117	610-2600	411
	Total Check:	1,070.45				
35810S	901 PERSONALIZE IT					
	1303	125.20				
1	72152 08/10/18 CLASSROOM DOOR SIGNS	125.20*		101	100-1000	610
	Total Check:	125.20				
35811S	1029 SECURITY SOLUTIONS INC					
	1304	1,598.00				
1	7631 08/08/18 CENTRALIZED SECURITY	318.00	18-120	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
2	7631 08/08/18 MOVE EQUIPMENT-CENTRALIZE	1,280.00	18-120	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-					
	1305	1,280.00				
1	7630 08/08/18 LABOR- CAMERA INSTALL	1,280.00	18-121	101	999	
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-730-					
	Total Check:	2,878.00				
35812S	1263 YAGER, JACKI					
	1306	77.14				
1	05/17/18 REIMBURSEMENT- SUPPLIES	77.14*		101	100-1000	610
	Total Check:	77.14				
	# of Claims	13				
	Total:	6,471.92				

Agenda Item: Hire- Volleyball Coaches

Volleyball Begins August 29

Recommendation:

Lauri Olsen- Head Coach

Lynsie Olsen- Assistant Coach

Salary/Wages:

Lauri Olsen- \$1200 for the 2018-2019 season *(not to exceed 147 hours from August 28, 2018 to October 19, 2018)*

Lynsie Olsen- \$700 for the 2018-2019 season *(not exceed 85 total hours from August 28, 2018 to October 19, 2018)*

Motion: to hire Lauri Olsen as the Volleyball Head Coach and Lynsie Olsen as the Volleyball Assistant Coach beginning *August 28, 2018* and ends no later than *October 19, 2018*, for a salary of \$1200 for the head coach and \$700 for the assistant coach.

PROFESSIONALISM IN THE WORKPLACE

What is professionalism and how does it affect the workplace?

1. **Professionalism is measured by HOW you do the job, not by what position you hold.**
2. Professionalism requires maturity, honesty and self-awareness.
3. Professionalism is about behavior.
4. Professionalism is defined as an individual's conduct at work. It is not confined to any particular occupation or level of education or experience.
5. Absence of professionalism in any organization manifests itself in a negative climate and organizational culture. Unprofessionalism erodes trust and morale, creating divisiveness among employees.

What characterizes **professionalism**?

Professionals....

- **are dependable.** Professionals can be counted on to consistently do what they are supposed to do and more. They show up on time and stay late when needed. They consistently give their best effort and follow accepted procedures.
- **have a strong work ethic.** Professionals get a lot done in the time and with the resources available. They take initiative and use time productively. They organize their work load, attending first to the things of highest importance.
- **have a great attitude.** Professionals help make work a positive experience for everyone by having a good spirit about their job, being pleasant with everyone, being respectful, polite and considerate of other's feelings. Professionals are team players, encouraging others and embracing new ideas.
- **are problem solvers.** Professionals look at problems and conflicts as something for which to find a solution. Professionals use the protocols and processes available to express and help solve the problem.
- **take direction.** Professionals receive and give constructive criticism, direction, and advice gracefully and in a positive spirit, making changes as needed and asking questions to clarify what is expected.
- **are enthusiastic.** Professionals exhibit a "can do" attitude. They create a positive atmosphere and their attitude encourages their co-workers.

- **exhibit flexibility and adaptability.** Professionals comfortably adjust to working with different kinds of people and different personalities. They realize that others can have a different working style and still be effective.
- **don't gossip.** Professionals don't listen to or engage in work place gossip.
- **don't bully their co-workers.** Professionals collaborate with their co-workers. They respect each other's differences and want to create a strong working relationship with their co-workers even if they don't always agree with or particularly like them.

The **absence** of professionalism is usually more obvious than its presence. The character traits of professionalism are energy, trustworthiness, honesty, optimism and determination. The true professional will exhibit all of these.

Possible Outline for addressing staff:

Note: Have printed copies of the new Strategic Plan and also a document defining Professionalism for everyone.

I. Welcome and appreciation message

II. The new Strategic Plan

- a. Talk about the collaborative process involving staff, community and Board
- b. Express the importance that everyone read the plan and has "buy in" to what our school wants to accomplish and be.
- c. Pass out copies

III. Professionalism and Codes of Conduct

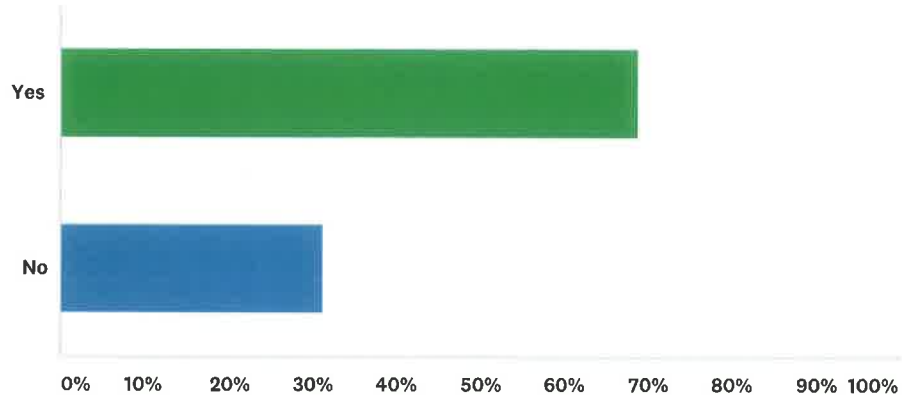
- a. Talk about the Board's Self Evaluation last Spring and the decision to make achieving a higher level of professionalism a school-wide goal....Board, Administration and all Staff, Certified and Classified.
- b. Pass out copies of the professionalism document

IV. Bookend with compliments and appreciation, and wishes for the best school year ever!

"Any School is only as great as the people that staff it, so our school should be the greatest around!"

Q1 If offered at GGS, would your family utilize an after school program (running from the end of the school day until 5:45 p.m.)?

Answered: 48 Skipped: 0



ANSWER CHOICES

Yes

No

TOTAL

RESPONSES

68.75%

31.25%

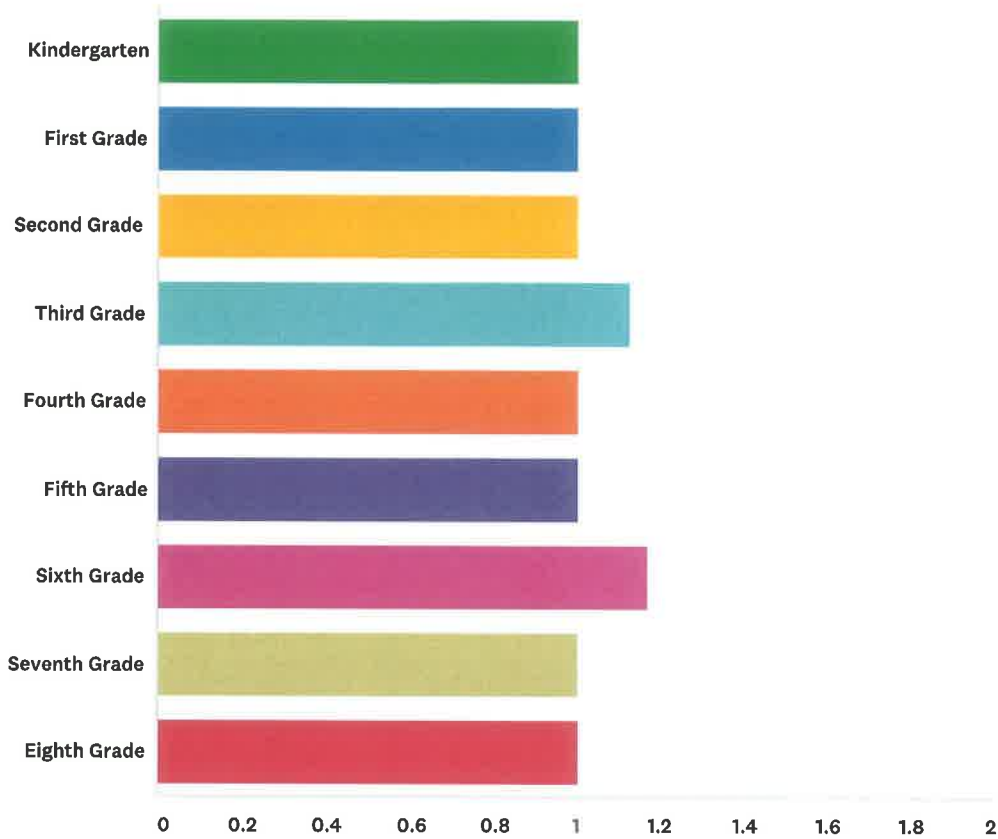
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15

48

Q2 If your family would utilize an after school program, please list the number of children in each grade level that would likely attend the program during the 2018-2019 academic year.

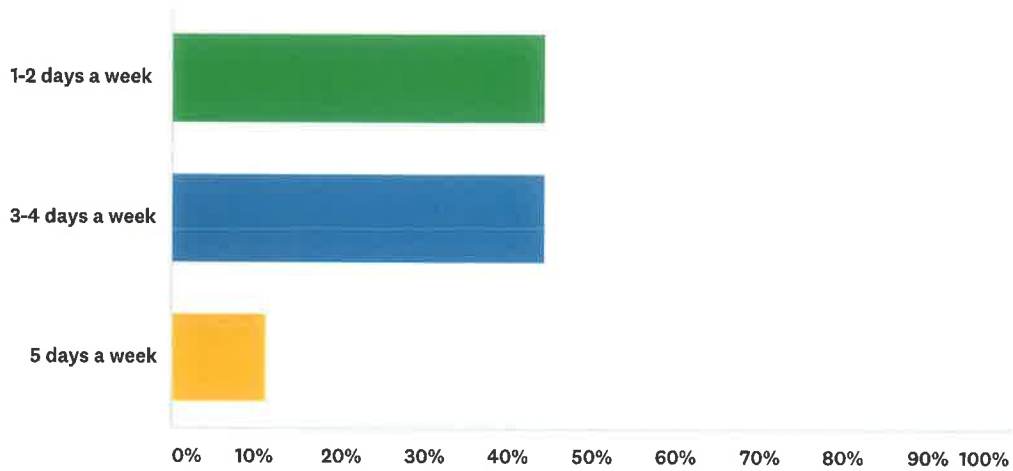
Answered: 33 Skipped: 15



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
Kindergarten	1	4	4
First Grade	1	13	13
Second Grade	1	10	10
Third Grade	1	9	8
Fourth Grade	1	5	5
Fifth Grade	1	4	4
Sixth Grade	1	7	6
Seventh Grade	1	5	5
Eighth Grade	1	1	1
Total Respondents: 33			

Q3 How many days a week would your family likely use the after school program?

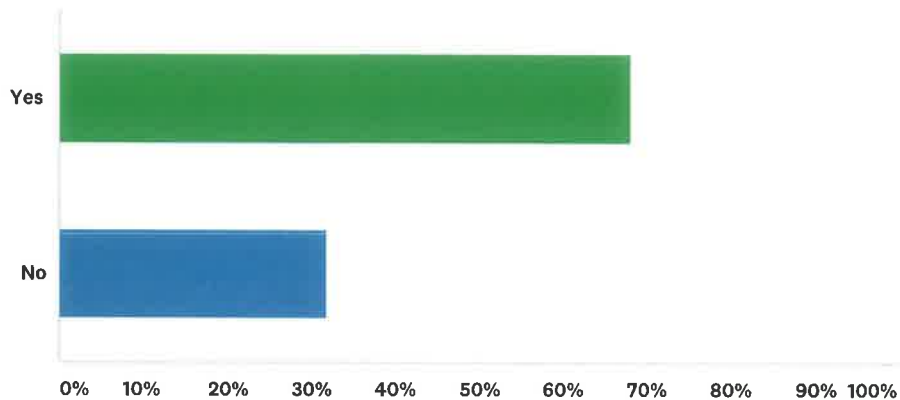
Answered: 36 Skipped: 12



ANSWER CHOICES	RESPONSES	
1-2 days a week	44.44%	16
3-4 days a week	44.44%	16
5 days a week	11.11%	4
TOTAL		36

Q4 Would you be able and willing to pay \$9/day per child for the program?

Answered: 41 Skipped: 7



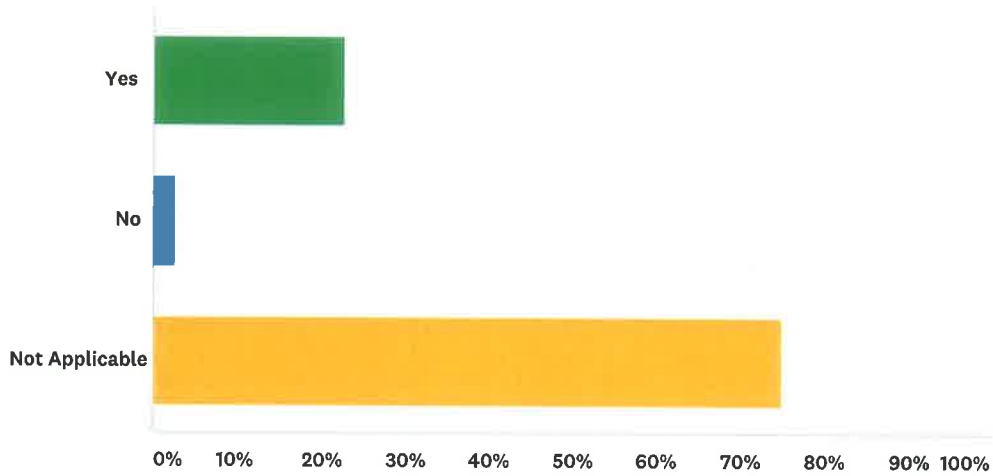
ANSWER CHOICES

RESPONSES

Yes	68.29%	28
No	31.71%	13
TOTAL		41

Q5 If your family currently qualifies for free/reduced lunch and you would not be able to pay \$9/day per child, would you use the program if a scholarship were provided?

Answered: 40 Skipped: 8



ANSWER CHOICES

RESPONSES

Yes	22.50%	9
No	2.50%	1
Not Applicable	75.00%	30
TOTAL		40

Q6 Please feel welcome to add any additional suggestions or feedback regarding a potential after school program at Gallatin Gateway School.

Answered: 20 Skipped: 28

#	RESPONSES	DATE
1	Id like to have the option but would not nessasaraly be ever week id be a more occasional type User	7/4/2018 3:03 AM
2	I think the school should focus on the basic requirements of an education, not offer babysitting. Let other businesses in the area do this.	7/2/2018 8:56 PM
3	I would not need it until 5:45. If I could schedule pickup closer to 4:30 I would use it. Keeping them until late is too hard in the little ones. Homework help with a qualified teacher is what I would be interested in. I would not interested in art projects or other not activity not focused on academics.	7/1/2018 2:03 PM
4	\$9/day seems a bit expensive, would use it more if it were cheaper... maybe consider lower rates for more than 1 child. I am also in support of this program as long as it doesn't take away from the schools resources to support other programs. In other words it must be self sustaining. Our school has been operating just fine without one and it should be the schools primary priority to focus on the education the students get during the day.	7/1/2018 10:40 AM
5	For our family currently we would not use the after school program for the 2018-2019 school year. But, in the foreseeable future we probably would. There are currently 2 families that live in my neighborhood, a Gallatin Gateway zones neighborhood, that are sending their kids to private schools due to there not currently being an after school program. I think the community would greatly benefit from an after school program.	6/28/2018 12:39 PM
6	great idea!	6/27/2018 6:04 PM
7	Excited the potential for an after school program for our school!	6/26/2018 1:23 PM
8	I would love an after school program.	6/25/2018 8:03 PM
9	An after school program would help the working parents a lot.	6/25/2018 9:29 AM
10	I think this would be a great addition and be beneficial to students.	6/25/2018 7:51 AM
11	Would this do away with the current "learning lab" after school hours? If so, that may change some answers to the survey.	6/25/2018 7:23 AM
12	This is extremely needed!	6/25/2018 6:16 AM
13	I might possibly use the program, but I would want to learn more about curriculum and activities provided. What type of enrichment and/or physical activity? Thanks for asking and I will certainly be interested in hearing more.	6/24/2018 10:14 PM
14	Sounds great!!!!	6/24/2018 9:49 PM
15	Will there still be a homework support program for free after school?	6/24/2018 9:23 PM
16	An after school program would be a huge benefit to GGS students and the community. We have utilized the Learning Lab for our children the past couple of years and it has been great. They have been able to finish homework, get extra work done in math and reading, and it's given us a little extra time to get back from work in town before picking them up. I know many students and families would utilize an after school program. It has been discussed by the Gateway Youth Group board as a future project, but there haven't been enough volunteers to handle the numbers expected.	6/24/2018 8:43 PM
17	This would be great!	6/24/2018 6:42 PM
18	I think an afterschool program would be awesome!	6/24/2018 6:22 PM
19	Great idea!	6/24/2018 6:16 PM
20	We would utilize an after school program but wouldn't need it past 4 or 4:30.	6/24/2018 6:08 PM

LATER GATORS!

After School Program 2018 - 2019 Parent Handbook

Gallatin Gateway School



Program Director -Mrs. Jaffe

jaffe@gallatingatewayschool.com 406.763.4415

The Core Purpose of Gallatin Gateway School:

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values of the Gallatin Gateway School:

- o **Individualized Success** – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s individual success.
- o **Student-Centered** – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- o **Sense of Community** – We believe that engagement with and respect for our community is vital to our success.
- o **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- o **Culture of Collaboration and Support** – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

Later Gators Program Mission Statement

Gallatin Gateway School is pleased to offer quality, affordable, after-school programs for your children. The afternoon will include homework support, physical activities, enrichment programs and snack time.

Dates & Times

Later Gators! will be available on regularly operating school days (Monday-Friday) from 3:25-5:45 pm and on early release days from ~~12:30~~-5:45 pm. The program will not be conducted on non-school days. The primary location of Later Gators! will be in the school cafeteria.

Enrollment Information

Please complete the registration form to enroll your child in the after school program. You need only do this at the beginning of the school year. Your child will be able to attend after this form is received. Forms are available at the front office and on-line at www.gallatingatewayschool.com/afterschoolprogram.

Attendance

Please note your child *must be registered* in the after school program in order to attend and the account must be current on payment.

Students will sign an attendance sheet each day. Our expectation is that your child will report to program staff within 10 minutes of the dismissal bell.

Please notify the program director of any changes to your child's schedule by calling 406.763.4415 or email jaffe@gallatingatewayschool.com. It is the parent/guardian's responsibility to alert program staff of any changes in attendance.

Parent/guardians must sign their children out of the program each day. Only authorized persons specified by the parent/guardian can pick up. Staff members may ask for proper identification until they become familiar with persons authorized to pick up your child. Please update emergency and contact

information regularly so staff is always able to contact the appropriate person in case of an emergency.

Entry to the school will be through the cafeteria doors located in the rear of the building. Please use the back parking lot when arriving for pick up.

Parents are expected to pick up their children by 5:45 pm. A late fee of \$1.00 per every minute after 5:45 pm will be assessed in the case of late pick-up. If upon occasion you will be arriving later than 5:45 pm, you must contact the program director at 406.763.4415.

Efforts will be made to call contact numbers provided. In the event we are unsuccessful in reaching those parties by 6:30 pm, we will contact the police.

Tuition

The fees associated with using the after school program are as follows:

- \$9.00/day for the first student from a family
- \$4.50/day for additional students from the immediate family

Adjustments are made for families qualifying for reduced or free lunches. Scholarships are also available. Fees are charged on a monthly basis and due within 5 days of enrolling your child each month. To request reduced fees, a scholarship, or payment plans, please contact the front office at 406.763.4415 ext 13 to speak with the superintendent.

Illness & Absences

If your child should become ill during the after-school program, a parent or other authorized adult will be required to come get the child. The child will not be released from the program to walk home.

If your child will not attend Later Gators! because of illness or any type of absence, please call 406.763.4415 or email jaffe@gallatingatewayschool.com to let our staff know. There will be no charge for absences or illnesses if we are notified.

Snacks

At this time, please send a nutritious snack for your child to enjoy while attending the after school program.

Personal Belongings & Clothing

Students are required to bring their outdoor clothing and homework/personal belongings to the program. Students will not be allowed to go back to their classrooms to get belongings once the program begins. Students are expected to keep all belongings orderly in the designated area, and only take out what is needed for the program (homework/snack from home).

Children should be dressed adequately for inside **and** outside activities. Later Gators! is not responsible for lost or stolen property. Children are responsible for their own personal belongings. The staff does everything possible to ensure that items are not lost or stolen. Items not allowed during the school day are also not allowed in the program.

Medical Emergency

It is important for our staff to have information that will expedite care should a medical problem arise. This information will be kept confidential. Please make sure you complete the medical release section of the yearly registration form and update our staff of any changes.

In case of an emergency, our procedure will be:

Step 1. Appropriate staff administers basic first aid.

Step 2. Call 911 if necessary.

Step 3. Staff will attempt to contact parent/legal guardian, and/or emergency contact.

Step 4. Staff accompanies child to emergency facility, if necessary.

Step 5. Staff completes incident, injury/accident report.

Student Expectations

- Enter the classroom quietly and calmly, put your belongings in the designated space, sign in, have a seat at one of the tables, and quietly get your snack.
- At all times students must be at the planned activity or in the homework help area (students will not be permitted to play outside by themselves or in an unsupervised room).
- Obtain permission to use the bathroom or to leave the room.
- Help clean up at the end of activities.
- We are still at school; all the same rules apply!!

The success of Later Gators! is the result of strong partnerships, loyal donors, dedicated foundations, and the ability to utilize existing community resources. **To attend the after school program at Gallatin Gateway School is a privilege. Students will be removed**

from the program if necessary. Please review rules of behavior in the student handbook.

There will be zero tolerance for bullying or fighting.

Parent Responsibilities

- Accurately fill out registration/enrollment and pay fees in a timely manner.
- Inform staff of any changes in enrollment and attendance including absences, authorized adult pick-up, or other medical information.
- Make sure your children understand the behavior guidelines as written in the student handbook.
- Contact our staff if you have any questions or concerns regarding your child's participation in our program.

LATER GATORS!

Monthly Enrollment Form 2018-2019

Please fill out and submit this form by the first of each Month.
This enrollment form must be submitted before your child can participate in Later Gators!

Please complete both side of this form, sign, and submit to the Gallatin Gateway School Office.

1. Child Name: _____

Days to attend this Month: Mon Tue Wed Thu Fri

2. Child Name: _____

Days to attend this Month: Mon Tue Wed Thu Fri

3. Child Name: _____

Days to attend this Month: Mon Tue Wed Thu Fri

Tuition/Fees:

The daily charge is \$9 for the first child and \$4.50 for each additional child in the family. Fees are a flat fee per day and are not prorated. Fees are prepaid to your account. Scholarships available for families qualifying for reduced or free lunches. To request a scholarship please contact the Front Office.

My child(ren) is/are currently enrolled in the Hot Lunch Program (check one): Free Reduced

Printed Name: _____

Signature: _____

Date: _____

LATER GATORS!

Yearly Registration Form 2018-2019

This registration form must be submitted before your child can participate in Later Gators!
Please fill out the Monthly enrollment form by the first of each month.

Please complete both side of this form, sign, and submit to the Gallatin Gateway School Office.

1. Child Name: _____ Date of Birth: ____/____/____ Grade: _____
Allergies: _____

2. Child Name: _____ Date of Birth: ____/____/____ Grade: _____
Allergies: _____

3. Child Name: _____ Date of Birth: ____/____/____ Grade: _____
Allergies: _____

Guardian/Parent Name: _____

Address _____

Email address: _____ Cell Phone _____

Home Phone _____ Work Phone _____

Guardian/Parent Name: _____

Address _____

Email address: _____ Cell Phone _____

Home Phone _____ Work Phone _____

The individual(s) listed below are additionally authorized to pick-up my child(ren):

Name: _____ Phone _____

Name: _____ Phone _____

Name: _____ Phone _____

Emergency Contact #1 _____ Phone _____

Emergency Contact #2 _____ Phone _____

Tuition/Fees:

The daily charge is \$9 for the first child and \$4.50 for each additional child in the family. Fees are a flat fee per day and are not prorated. Fees are prepaid to your account. Scholarships available for families qualifying for reduced or free lunches. To request a scholarship please contact the Front Office.

My child(ren) is/are currently enrolled in the Hot Lunch Program (check one): Free Reduced

Signature: _____

Date: _____

Employee Benefit: After School Program

Recommendation

GGs Staff members' children will be able to attend the the after school program on Wednesday's free of charge during staff meetings. If children attend longer than 4:30pm or attend any other other day of the week the parents will be charged the full daily rate.

Rationale:

- Per Deb Silk, providing and maintaining supervision of all students within the building at all times helps decrease liability issues for the District
- Staff are contractually obligated to be here until 4:30pm on Wednesdays and 4pm other days of the week
- Access to learning lab M, T, Th until 4pm is available to staff members during their contracted hours
- Per Deb Silk, this is an employee benefit the District is well-within their rights to provide to their employees
- Allows staff member to focus on important tasks at hand, staff meetings, curriculum work, etc rather than worrying about the care of their children
- Any other time the staff member's child attends the after school program they will be charged in accordance with established policies
- Any GGS staff member's children who attend the after school program must follow the same rules and guidelines as other students who attend the program.
- This is a great way to take care of District employees, provide for positive working-relationships/environment and increased staff morale.

Recommended motion:

To allow GGS Staff members' children to attend the after school program on Wednesdays until 4:30pm free of charge.

Gallatin Gateway School Volunteer Handbook



We appreciate you and are very excited to receive your gift of time for the benefit of Gallatin Gateway School's students and staff!

Welcome and Thank You to All Volunteers!

Your service as a volunteer has a significant impact on Gallatin Gateway School. Your participation helps us fulfill our mission and vision, as well as complete goals of our strategic plan. As a volunteer, you provide mentoring and enrichment opportunities to enhance the educational experience for our students. As you support school programs and curriculum, you are supporting teachers and staff. Volunteers model attitudes and behaviors critical for success for our students, including involved citizenship. Our volunteer program is an important link in building a vibrant school community.

The Core Purpose of Gallatin Gateway School:

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values of the Gallatin Gateway School:

- **Individualized Success** – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student’s individual success.
- **Student-Centered** – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- **Sense of Community** – We believe that engagement with and respect for our community is vital to our success.
- **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- **Culture of Collaboration and Support** – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

OBJECTIVES

1. To provide opportunities for interested stakeholders of the community to participate and assist in the educational activities of the students and in the day-to-day operations of the school.
2. To develop a reliable and varied skilled network of human resources to support the school.
3. To provide each student the opportunity to reach the maximum of his/her ability.

Guidelines and Procedures for Volunteers

Complete the Volunteer Information Form and Volunteer Disclosure Agreement Form and Return to the Office

Adhere to all District Policies

Volunteers must follow district policies, procedures, rules, and regulations. Gallatin Gateway School’s board policies and the student handbook are available in the library, the office and at www.gallatingatewayschool.com. A copy of the safety manual is also available in the school office.

Follow Safety/Liability Requirements regarding Supervised and Unsupervised Positions

Supervised positions refer to those where the volunteer has contact with students *only* in the presence and supervision of a teacher or GGS staff member. If not directly in a classroom, volunteers may work with students in a highly visible area such as the library or lobby.

Unsupervised positions are those where the volunteer has contact with students while *not* in the presence of a teacher or GGS staff member. Examples would include overnight trips or field trips which divide the students into groups which are supervised by a volunteer rather than under direct supervision of a teacher. District Policy requires all volunteers who will have unsupervised contact with students to pass a background check. Background checks are arranged with the County Superintendent at 582-3090 or by stopping by the office at 311 W Main St # 107, Bozeman, MT 59715

Observe Confidentiality

Volunteers must follow confidentiality laws and procedures. The performance or actions of students should only be discussed with the student's teacher, counselor, or superintendent. Please consider things heard or seen at school as confidential.

Check-in with the Office and Receive a Name Tag with each Visit to the School

As all visitors, volunteers must sign in and sign out with the office during each visit to the school. For security and liability reasons, and in the case of an emergency, the administration must know who is in the school and why. School volunteers are covered by the district's liability insurance should their actions result in an injury to a student. By means of this handbook, volunteers must have their name, social security number, address, and phone number on file with the District Clerk to insure liability coverage.

Discipline/Class Management/ Teacher Responsibility for Student Contact Activities

The "supervising" teacher or staff member will clearly explain your role and their expectations for your experience. You will also be informed of classroom management procedures you may need to be aware of including restroom policy, discipline, daily schedule, class rewards, emergency protocol, etc. Name tags or a list of student names may be supplied by the teacher. You are encouraged to redirect a student who is not behaving appropriately, but if discipline concerns arise, immediately notify the teacher. Please feel free to ask questions if you need additional information or have concerns as to what should be done in a given situation. The staff is eager to help you build a caring and supportive rapport with their students. To avoid distractions, volunteers are asked not to bring other children to classroom volunteer activities.

Field Trips

Volunteers are welcome to attend field trips to aid in supervision and organization. A teacher or designated volunteer will be responsible for safety procedures and any concerns should be reported to them. Volunteers may drive students during field trips only when prearranged and the necessary district forms have been completed and approved for transportation. Additional safety precautions dictate no cell phone use while driving, and parents/guardians may take their students home during or after a field trip only with permission from the supervising teacher or office.

Additional volunteer responsibilities and requirements for overnight excursions including the 5th Grade West Yellowstone trip, the 6th Grade Yellowstone trip, and the 8th Grade Washington, D.C. trip are included in separate disclosure documents distributed during the planning of those activities.

Volunteers are welcome to participate in the breakfast and lunch programs.

*The GGS volunteer program is designed to coordinate and manage all volunteer efforts safely and efficiently. If there are questions concerning this handbook's contents, you are encouraged to discuss them with the superintendent.

VOLUNTEER ROLES AT GGS

Whether you are able to commit to a regular schedule or can offer time occasionally, your service is greatly appreciated. The following are opportunities for volunteering you may enjoy.

Classroom

Student Contact:

Provide supervised instructional assistance to individuals or small groups

Monitor individual or group activities

Assist with special writing projects (Unwaxed Museum, etc.)

Listen to readers / read to class

Provide special lessons or demonstrations

Help with classroom organization, locker and tote organization

Chaperone field trips

Assist with Learning Lab before/after school

Assist with after school program

Teacher/Staff Assistance

Prepare displays or bulletin boards

Organize book orders

Plan/organize field trips, classroom parties

Prepare materials, sharpen pencils, etc

Sanitize classrooms as needed for student health

Library

Shelve books/organize materials

Supervise book fair

Office

Prepare materials for web site

Assist with clerical duties and mailings

Participate in grant writing

Art Room

Clean and organize supplies

Gather special materials for projects

Kitchen/Cafeteria

Assist with cooking, cleaning, and organizing tables for activities

Eat lunch with small groups

Assist with snack cart

General

Take photographs of classroom activities and special events for yearbook

Assist with vision and hearing screening

Help with yard work, weed-pulling, landscaping, etc.

Assist with fundraisers, food drive

Provide baked goods for meetings/ events

Participate in committees assigned by the school board

Assist with building maintenance, painting, storage organization and inventories

Gallatin Gateway School Volunteer Information Form

Name _____

Email _____ Phone _____

Days and Times Available:

Regular Schedule or Occasional Visits?

Do you have a special interest, skill, or hobby you would be willing to share?

Information about volunteer guidelines and procedures are described in the GGS Volunteer Handbook. Additionally, an orientation session will be conducted to help familiarize volunteers with school-wide and classroom expectations.

Comments/Additional Information:

Please return this form to the school office. The Volunteer Coordinator will contact you concerning placement on the volunteer schedule. Volunteer Coordinator – Lyn Morton (406) 763-4810 (lbsmorton@q.com)

Volunteer Disclosure Agreement

Please complete this form to register as a volunteer with Gallatin Gateway School. Thank you for your gift of time for the benefit of Gallatin Gateway School's students and staff!

The Superintendent may direct that appropriate screening processes be implemented to assure that adult volunteers are suitable and acceptable. In addition, any volunteer assisting children without the direct supervision of a school employee will be asked to provide a background check. Arrangements for a background check can be made with the County Superintendent at 582-3090 or by stopping by 311 W Main St # 107, Bozeman, MT 59715. An unsatisfactory background check makes a volunteer ineligible to serve.

Volunteers, as are all adults assigned to supervise or assist students, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their volunteer time or assignment as a chaperone, including during the hours following the end of the day's activities on an overnight trip.

I have read, understand, and agree to comply with the volunteer guidelines and procedures as described in the handbook.

Name (Print)

Signature

Date

Social Security # XXX-XX-____

Phone # _____

Email _____

Copies: ~to the Volunteer and to the School File (signed copy)