

# March Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, March 13, 2019 at 6:00pm** at the **Gallatin Gateway School Board Room**. (*All policies can be found at [www.gallatingatewaychool.com](http://www.gallatingatewaychool.com).*)

### Call to Order

### Pledge of Allegiance

### Presiding Trustee's explanation of procedures

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

### Consent Agenda

**Minutes:** February 20, 2019- regular meeting; February 27, 2019- special committee meeting; March 6, 2019- special meeting; **Finance:** Warrants; Cash Reconciliation; Operational Budget by Object Code; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire: Classified/Certified Substitutes; Consider Salary Step-Up Request- Jamie Hetherington

### Superintendent's Report

### Old Business

Consider Board Self-Evaluation- community feedback and schedule for conducting self-evaluation

Consider New Policy Adoption: Stay Interviews

Preliminary budget discussion

Consider Job Descriptions Addition/Revisions

- Board-001, 002, 003- Trustees, Board Chair, Board Vice Chair- revision
- CLAS-018- Assistant Coach- addition

### New Business

Discussion Items:

Athletic Program

- CLAS-016- Athletic Director Job Description

Action Items:

Hire: Track Assistant Coach

Adoption of Resolution Estimating Changes in Revenues/Mills for FY20 (SB307)

Consider Job Description Revisions/Deletions:

- CLAS-001- Business Manager- delete/remove
- CLAS-002- School Clerk- revision (change number to CLAS-001)
- CLAS-005- Kitchen Manager- revision
- CLAS-011- Assistant Cook- revision
- CLAS-008- Head Coach- revision

### Committee Reports

Safety Committee

Whole Child Committee

Next Meetings:

Regular Meeting- April 15, 2019 @ 6pm

### Adjournment

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

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

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

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Wednesday, March 13, 2019 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:04pm.

**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; Erica Clark, Administrative Secretary; and Mike Coon, Teacher

**OTHERS PRESENT**

Megan Nowlin, Wendy Hourigan, Andi Shockley, CJ Smith, and Mary Martin

**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 February 20, 2019- regular meeting; February 27, 2019- special committee meeting; and March 6, 2019- special meeting; approve claim warrants- #36002-#36021; electronic claims (-99847 - -99842); payroll warrants- #75487-75498; direct deposit- (#-88875- -88842) (VOIDS: none); approve Operational Budget by Object Code as of March 11, 2019; Cash Reconciliation as of December 21, 2019; Extra-curricular Recap & Reconciliation as of February 28, 2019 with a balance of \$38,150.44; to hire the following certified/classified substitutes: Bus Driver- Maxine Daniel & Gary Jones; Kitchen/Food Service- Stacey Webb, Connie Evenson, & Jeff Krogstad; Teachers/Aides/Other: Nickole Achziger, Shelly Berezay, Dayna Bergin, April Bettilyon; Tina Colstad, Cynthia Corliss, Kate Cottingham, Carrie Croskey; Connie Evenson, Jason Fischer; Kevin Germann, Jennifer Gilbert, Kayleigh Griffith; Amanda Herrera; Wendy Hourigan, Skyla Jenkins, Kris Keller, Spencer Kirkemo, Jeff Krogstad,

Miranda Leutz, Bethany Macquarrie, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Robin Schauers, Travis W. Silver, Nicorie Steinpfad, Haley Stevens, Barry Sulam, Mary Thurber-Martin and Alicia Watts; Office/Clerical: Connie Evenson pending adequate fingerprint/background check; to approve salary step-up request for Jamie Hetherington for the 2019-2020 school year from a BA+30 to a BA+40.

Seconded: Trustee Donna Shockley

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

### **SUPERINTENDENT REPORT**

Superintendent Anderson discussed the following with the Board: 1) Enrollment = 161 as of March 1, 2019; 2) Lucy Calkins & Bridges Math implementation; 3) Later Gators fiscal stability; 4) Mentoring team; 5) Campus Improvements; 6) Superintendent newsletter; 7) Campus Safety-PayneWest Inspection; 9) Internet Safety Training- grades 5-8 and parents- March 5; 10) Ski Day- March 7; and 11) Spring Break- March 18-22

Board Chair Aaron Schwieterman proposed changing the order of business to accommodate the community present by moving the Athletic Program discussion at this time in the agenda. There were no objections.

#### Discussion: Athletic Program

The Board held a discussion regarding the future of the athletic program. Booster Club members CJ Smith, Megan Nowlin, and Wendy Hourigan were available to answer questions about the District assuming responsibility for the athletic program beginning in 2019-2020 school year. At this time it is the Board's consensus that the District would like to oversee the athletic program in future years. The Board will discuss the budgetary considerations at future meetings and Athletic Director position hours and salary. Business Manager Carrie Fisher will do some research about paying referees and how that is accomplished in other Districts with last minute changes.

The Board discussed the Athletic Director job description and the responsibilities they would anticipate the Athletic Director to have in the coming years. It was noted that the revisions to the job description were developed with the the expectation that the District would assume responsibility for the athletic program during the 2019-2020 school year. The consensus was to add the wording "Promotes and bolsters the athletic program."

Motion: Trustee Donna Shockley to adopt the revisions to the CLAS-016-Athletic Director Job Description.

Second: Vice Chair Julie Fleury

Public Comment: CJ Smith, Andi Shockley, Wendy Hourigan, Megan Nowlin

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **OLD BUSINESS**

### Consider Board Self-Evaluation- community feedback and schedule for conducting self-evaluation

The Board discussed the community and board surveys developed in Survey Monkey to assist in conducting its upcoming self-evaluation. There were no further changes to the community survey suggested. Changes to the Board teamwork and Performance Self- Assessment were discussed and the consensus was to change the format to be more like the community survey with an areas for comments for each question and to change the wording to read “The Board..” or “The Trustees..” rather than “We...” or “Our...” In addition, the Board discussed removing some of the questions to make the self-assessment more concise and some felt there were questions that could not be answered by individual trustees about other trustees.

Motion: Trustee Lessa to approve the Board Self-Evaluation Community Survey with revisions noted.

Second: Trustee Donna Shockley

Public Comment: none

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

The Board also discussed a timeline for conducting the surveys. The Community survey will be sent to community members by March 26, 2019 and will close April 2, 2019. Vice Chair Julie Fleury will send the District Clerk, Carrie Fisher an email to send with the survey link over the GGS News. She will also send two reminder emails throughout the week to remind people about the survey.

Vice Chair Julie Fleury will make revisions to the board self-assessment based on discussion of the Board and will email the changes to the Board for input. Final approval will occur at the April 15 meeting and the Board will have until April 18 to complete the survey in preparation for their special meeting on April 24 meeting where they will conduct their self-evaluation.

### Stay Interviews- policy discussion

The Board tabled for a future meeting to get feedback from certified staff, which will occur during an upcoming Labor/Management Committee meeting.

### Discussion: Preliminary budget discussion

Business Manager Carrie Fisher reviewed preliminary budget information with the Board for 2019-2020 school year. She noted that numbers will not be finalized until after the 2019 legislative session has adjourned. The Board also discussed budgetary priorities which included: after school program, adding a Student Support Specialist position, reorganizing administrator position (split-principal and superintendent), professional development for current and new programs, increase middle school FTE, and increase paraprofessional FTE. The Board consensus after discussion was that the top two priorities would be to increase middle school FTE and add a Student Support Specialist position, if the budget allows.

### Consider Job Descriptions Addition/Revisions

The Board reviewed and discussed the following job descriptions: Trustees, Board Chair, Board Vice Chair, and Assistant Coach. Two wording changes were presented for the Trustee job description and there were no objections.

Motion: Trustee Lessa to combine the Trustees, Board Chair, Board Vice Chair into one job description with noted revisions and approve the addition of the Assistant Coach job description as presented.

Second: Vice Chair Julie Fleury

Public Comment: none

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **NEW BUSINESS**

### Hire: Assistant Track Coach

No recommendation was presented for hiring of a track coach. No motions were made.

### Adoption of Resolution Estimating Changes in Revenues/Mills for FY20 (SB307)

Motion: Trustee Donna Shockley to adopt the Resolution of Intent to Impose and Increase in Levies for 2019-2020 school year, with the addition of "School Safety" to the intended uses of funds within the resolution.

Second: Trustee Lessa Racow

Public Comment: none

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

### Consider Job Description Revisions/Deletions

Motion: Trustee Lessa Racow to adopt the following changes to job descriptions: remove CLAS-001- Business Manager (combined with CLAS-002); revise CLAS-002- School Clerk (change to CLAS-001 and name to District Clerk); revise CLAS-005- Kitchen Manager; revise CLAS-011- Assistant Cook; and revise CLAS-008- Head Coach.

Second: Carissa Paulson

Public Comment: none

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

## **COMMITTEE REPORTS**

### Safety Committee

Superintendent Travis Anderson provided the Board with a summary of the School Safety Committee meeting on March 6, 2019. Topics discussed included: SRO Update, Mental Health Training for School Staff, Trauma Informed School Information, PayneWest Report, AED Plan, First Aid kit updates, inclement weather procedures, lockdown drill, and active shooter training. The next meeting is April 24, 2019 at 2pm.

### Whole Child Committee

Vice Chair Julie Fleury noted that the Whole Child Committee has been focusing on reviewing and updating the District Wellness Plan. The committee is currently developing ways to get feedback from the community, parents, students, and staff for school wellness guidance.

Next Meetings:

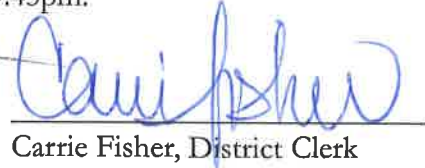
- Special Committee Meeting- March 29, 2019 at 10am- agenda setting
- Regular Meeting- April 15, 2019 at 6pm- regular meeting
- Special Meeting- April 24, 2019 at 6pm- board self-evaluation

**ADJOURNMENT**

Board Chair Aaron Schwieterman adjourned the meeting at 9:45pm.



Aaron Schwieterman, Board Chair



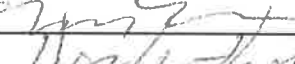
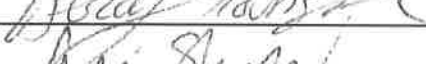
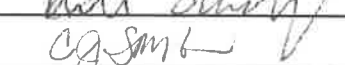




Carrie Fisher, District Clerk

# Regular Meeting

March 13, 2019

Sign-in Sheet

| <u>Name- please print</u> | <u>Signature</u>   |
|---------------------------|--|
| 1. Erica Clark            |  |
| 2. Mike Cron              |  |
| 3. Megan Naudin           |  |
| 4. Wendy Hovigard         |  |
| 5. Andi Shockley          |  |
| 6. CJ Smith               |  |
| 7. Mary Marbo             |  |
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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: March 13, 2019**

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

| <b>NAME</b><br>(Please Print Clearly) | <b>TOPIC</b><br>(Please Print Clearly) |
|---------------------------------------|--|
| 1.                                    |  |
| 2.                                    |  |
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| 9.                                    |  |
| 10.                                   |  |
| 11.                                   |  |

# 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: March 11, 2019

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:

#36002-#36021

Electronic Payment:

-99847- -99842

Voided Claim (A/P) Warrant #'s:

None

Payroll Warrant #'s:

#75487-#75498

Direct Deposits/ACH #'s:

-88875 - -88842

Voided Payroll Warrant #'s:

None

Thank you.

03/11/19  
15:26:07

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 3/19

Page: 1 of 3  
Report ID: W100X

Claims

*Accounts Payable (Claims)*

| Check   |      | Data                                   |              |        |          |       |
|---------|------|--|--------------|--------|----------|-------|
| Check # | Type | Vendor/Employee/Payee Number/Name      | Check Amount | Period | Issued   | Notes |
| -99847  | E    | 1305 BMO MASTERCARD                    | 2820.29      | 3/19   | 03/11/19 |       |
| -99846  | E    | 1305 BMO MASTERCARD                    | 4.99         | 3/19   | 03/11/19 |       |
| -99845  | E    | 1305 BMO MASTERCARD                    | 728.31       | 3/19   | 03/11/19 |       |
| -99844  | E    | 1305 BMO MASTERCARD                    | 1106.83      | 3/19   | 03/11/19 |       |
| -99843  | E    | 1305 BMO MASTERCARD                    | 95.55        | 3/19   | 03/11/19 |       |
| -99842  | E    | 1305 BMO MASTERCARD                    | 196.45       | 3/19   | 03/11/19 |       |
| 36002   | SC   | 25 AED PROFESSIONALS                   | 292.00       | 3/19   | 03/13/19 |       |
| 36003   | SC   | 43 ALSCO-AMERICAN LINEN DIVISION       | 389.22       | 3/19   | 03/13/19 |       |
| 36004   | SC   | 1494 BIG SKY INTERPRETING SERVICES, LL | 45.00        | 3/19   | 03/13/19 |       |
| 36005   | SC   | 370 BOZEMAN ELITE COMMERCIAL CLEANERS  | 2880.00      | 3/19   | 03/13/19 |       |
| 36006   | SC   | 179 BRIDGERCARE                        | 300.00       | 3/19   | 03/13/19 |       |
| 36007   | SC   | 229 CENTURYLINK                        | 19.02        | 3/19   | 03/13/19 |       |
| 36008   | SC   | 262 COMMERCIAL ENERGY OF MONTANA INC   | 1391.79      | 3/19   | 03/13/19 |       |
| 36009   | SC   | 420 FOOD SERVICES OF AMERICA           | 3968.82      | 3/19   | 03/13/19 |       |
| 36010   | SC   | 431 GALLATIN CO. SUPERINTENDENT OF SC  | 25.00        | 3/19   | 03/13/19 |       |
| 36011   | SC   | 445 GALLATIN-MADISON SPECIAL ED. COOP  | 359.09       | 3/19   | 03/13/19 |       |
| 36012   | SC   | 577 J&H INC                            | 685.95       | 3/19   | 03/13/19 |       |
| 36013   | SC   | 1283 JAFFE, FRAULEIN                   | 17.31        | 3/19   | 03/13/19 |       |
| 36014   | SC   | 697 MCCOTTER, BECKY                    | 250.00       | 3/19   | 03/13/19 |       |
| 36015   | SC   | 856 NORTHWESTERN ENERGY                | 2998.49      | 3/19   | 03/13/19 |       |
| 36016   | SC   | 901 PERSONALIZE IT                     | 40.70        | 3/19   | 03/13/19 |       |
| 36017   | SC   | 1008 SCHOLASTIC BOOK FAIRS             | 2238.72      | 3/19   | 03/13/19 |       |
| 36018   | SC   | 1093 STORY DISTRIBUTING CO             | 128.45       | 3/19   | 03/13/19 |       |
| 36019   | SC   | 1110 SYSCO FOOD SERVICES OF MT         | 1067.23      | 3/19   | 03/13/19 |       |
| 36020   | SC   | 1131 THE CARRIAGE HOUSE CAR WASH       | 40.00        | 3/19   | 03/13/19 |       |
| 36021   | SC   | 1506 THREE SEASONS, INC                | 2195.00      | 3/19   | 03/13/19 |       |

Claims Total # of Checks: 26 Total: 24284.21

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)

03/11/19  
15:20:53

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 3/19

Page: 1 of 6  
Report ID: AP100W

\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name                                  | Amount      | Act/Source/ |          |           |          |
|---------------|--|-------------|-------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description                 | Line Amount | PO #        | Fund Org | Prog-Func | Obj Proj |
| E             | 1305 BMO MASTERCARD                            |             |             |          |           |          |
|               | 1594   | 2,820.29    |             |          |           |          |
|               | C.FISHER PCARD TRANSACTIONS #3574              |             |             |          |           |          |
|               | MARCH 5, 2019 STATEMENT                        |             |             |          |           |          |
| 2             | CC-155 02/06/19 MONTHLY TRASH SERVICES         | 549.40      |             |          |           |          |
|               |  |             |             |          |           |          |
|               | REPUBLIC SERVICES #886                         |             |             |          |           |          |
| 3             | CC-155 02/06/19 MONTHLY TRASH SERVICES         | 12.56       |             | 117      | 625       |          |
|               |  |             |             |          |           |          |
|               | REPUBLIC SERVICES #886                         |             |             |          |           |          |
| 4             | CC-155 02/06/19 MONTHLY TRASH SERVICES         | 62.44       |             | 110      | 625       |          |
|               |  |             |             |          |           |          |
|               | REPUBLIC SERVICES #886                         |             |             |          |           |          |
| 5             | CC-155 02/05/19 INTERNET SERVICE               | 226.20      |             | 101      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 6             | CC-155 02/05/19 INTERNET SERVICE               | 90.48       |             | 128      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 7             | CC-155 02/05/19 INTERNET SERVICE               | 67.86       |             | 117      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 8             | CC-155 02/05/19 INTERNET SERVICE               | 67.86       |             | 110      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 9             | CC-155 02/12/19 ADOBE PRO MONTHLY SUBSCRIPTION | 14.99       |             | 101      | 625       |          |
|               |  |             |             |          |           |          |
|               | ADOBE SYSTEMS INCROPORATED                     |             |             |          |           |          |
| 10            | CC-155 02/23/29 MONTHLY SUBSCRIPTION           | 37.00       |             | 101      | 625       |          |
|               |  |             |             |          |           |          |
|               | SURVEY MONKEY                                  |             |             |          |           |          |
| 11            | CC-155 03/01/19 BUDGET WKSHP- SCHWIETERMAN     | 80.00       |             | 101      | 625       |          |
|               |  |             |             |          |           |          |
|               | MASBO  |             |             |          |           |          |
| 12            | CC-155 03/01/19 BUDGET WKSHP- ANDERSON         | 80.00       |             | 101      | 625       |          |
|               |  |             |             |          |           |          |
|               | MASBO  |             |             |          |           |          |
| 13            | CC-155 03/01/19 INTERNET SERVICE               | 226.20      |             | 101      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 14            | CC-155 03/01/19 INTERNET SERVICE               | 90.48       |             | 128      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 15            | CC-155 03/01/19 INTERNET SERVICE               | 67.86       |             | 117      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |
| 16            | CC-155 03/01/19 INTERNET SERVICE               | 67.86       |             | 110      | 625       |          |
|               |  |             |             |          |           |          |
|               | MONTANA OPTICOM                                |             |             |          |           |          |

03/11/19  
15:20:53

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 3/19

Page: 2 of 6  
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 |
| 17            | CC-155 03/02/19 SEWER SERVICE                  | 893.04      |              | 101 625      |           |          |
|               | GALLATIN GATEWAY WATER & SEWER DISTRICT        |             |              |              |           |          |
| 18            | CC-155 03/04/19 GYM KEYS                       | 15.50       |              | 101 625      |           |          |
|               | BOZEMAN SAFE & LOCK                            |             |              |              |           |          |
| 19            | CC-155 03/04/19 MEAL- BUDGET WKSP              | 20.57       |              | 101 625      |           |          |
|               | SAMURAI SAMS                                   |             |              |              |           |          |
| 20            | SEAGATE EXTERNAL HD                            | 149.99*     | 19-091       | 101 100-2500 |           | 682      |
|               | AMAZON.COM CREDIT SERVICES                     |             |              |              |           |          |
|               | 1595   | 4.99        |              |              |           |          |
|               | M. COON PCARD TRANSACTIONS #3608               |             |              |              |           |          |
|               | MARCH 5, 2019 STATEMENT                        |             |              |              |           |          |
| 1             | CC-156 01/27/19 VIDEO CD PLAYER                | 4.99        |              | 101 625      |           |          |
|               | MICROSOFT                                      |             |              |              |           |          |
|               | 1596   | 728.31      |              |              |           |          |
|               | E.CLARK PCARD TRANSACTIONS #4634               |             |              |              |           |          |
|               | MARCH 5, 2019 STATEMENT                        |             |              |              |           |          |
| 1             | CC-157 02/14/19 PIR STAFF DINNER-PT CONFERENCE | 210.00      |              | 115 625      |           | 162      |
|               | SMILING MOOSE DELI                             |             |              |              |           |          |
| 2             | 02/27/19 MIDDLE SCHOOL PLANNERS                | 159.75      | 19-094       | 101 100-1000 |           | 610      |
|               | SCHOOL MATE                                    |             |              |              |           |          |
| 3             | 02/27/19 PRIMARY PLANNERS                      | 104.00      | 19-094       | 101 100-1000 |           | 610      |
|               | SCHOOL MATE                                    |             |              |              |           |          |
| 4             | 02/07/19 DRIVING RECORD-VOLUNTEER              | 7.37        | 19-095       | 101 100-2300 |           | 330      |
|               | MOTOR VEHICLE DIVISION                         |             |              |              |           |          |
| 5             | 02/11/19 DRIVING RECORD-VOLUNTEER              | 7.37        | 19-095       | 101 100-2300 |           | 330      |
|               | MOTOR VEHICLE DIVISION                         |             |              |              |           |          |
| 6             | 02/19/19 DRIVING RECORD-VOLUNTEER              | 7.37        | 19-095       | 101 100-2300 |           | 330      |
|               | MOTOR VEHICLE DIVISION                         |             |              |              |           |          |
| 7             | 02/09/19 TOOTHSAVERS- 144/PK                   | 11.95       | 19-096       | 101 100-1000 |           | 610      |
|               | AMAZON.COM CREDIT SERVICES                     |             |              |              |           |          |
| 8             | 02/27/19 ELEMENTARY PLANNERS                   | 220.50      | 19-094       | 101 100-1000 |           | 610      |
|               | SCHOOL MATE                                    |             |              |              |           |          |
|               | 1597   | 1,106.83    |              |              |           |          |
|               | T.ANDERSON PCARD TRANSACTIONS #3590            |             |              |              |           |          |
|               | MARCH 5, 2019 STATEMENT                        |             |              |              |           |          |
| 1             | CC-158 02/04/19 STAFF SHIRTS                   | 866.50      |              | 115 625      |           | 162      |
|               | HANDS ON INC.                                  |             |              |              |           |          |
| 2             | CC-158 02/07/19 LUNCH-PARAEDUCATOR APPRECIATIO | 63.25       |              | 115 625      |           | 110      |
|               | STACEY'S                                       |             |              |              |           |          |
| 3             | CC-158 02/13/19 MEAL- P/T CONFERENCES          | 133.12      |              | 115 625      |           | 162      |
|               |  |             |              |              |           |          |

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GALLATIN GATEWAY ELEMENTARY  
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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name                                  | Amount          | Act/Source/ |                   |          |           |          |
|---------------|--|-----------------|-------------|-------------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description                 | Line Amount     | PO #        | Fund              | Org      | Prog-Func | Obj Proj |
| 4             | CC-158 02/13/19 MRAL/DRINKS-P/T CONFERENCES    | 43.96           |             | 115               | 625      |           | 162      |
|               | ALBERTSONS                                     |                 |             |                   |          |           |          |
|               | 1598   | 95.55           |             |                   |          |           |          |
|               | CC Accounting: 115-                            |                 |             | -100-2400-582-162 |          |           |          |
|               | GGG TEACHERS PCARD TRANSACTIONS #8647          |                 |             |                   |          |           |          |
|               | MARCH 5, 2019 STATEMENT                        |                 |             |                   |          |           |          |
| 1             | CC-159 02/20/19 NEEEDY STUDENT- RX & SUPPLIES  | 34.66           |             |                   |          |           |          |
|               | CVS  |                 |             |                   |          |           |          |
|               | 02/13/19 COUNSELING BOOKS                      | 60.89*          | 19-089      | 101               | 100-2120 |           | 610      |
|               | SCHOLASTIC BOOK FAIRS                          |                 |             |                   |          |           |          |
|               | 1602   | 196.45          |             |                   |          |           |          |
|               | J. HETHERINGTON PCARD TRANSACTIONS #5017       |                 |             |                   |          |           |          |
|               | FEBRUARY 5, 2019 STATEMENT                     |                 |             |                   |          |           |          |
| 1             | CC-160 01/09/19 INVESTIGATING SHELTER          | 54.95           |             |                   |          |           |          |
|               | PROJECT ARCHAEOLOGY                            |                 |             |                   |          |           |          |
|               | 01/07/19 IEFA BOOKS                            | 34.74           |             | 101               | 625      |           |          |
|               | AMAZON.COM CREDIT SERVICES                     |                 |             |                   |          |           |          |
|               | 01/08/19 IEFA BOOKS                            | 106.76          |             | 101               | 625      |           |          |
|               | AMAZON.COM CREDIT SERVICES                     |                 |             |                   |          |           |          |
|               | CC Accounting: 101-                            |                 |             | -100-2225-610     |          |           |          |
|               |  |                 |             | 101               | 625      |           |          |
|               | CC Accounting: 101-                            |                 |             | -365-2225-640     |          |           |          |
|               | <b>Total Check:</b>                            | <b>4,952.42</b> |             |                   |          |           |          |
| 360028        | 25 AED PROFESSIONALS                           |                 |             |                   |          |           |          |
|               | 1576   | 292.00          |             |                   |          |           |          |
| 1             | 67156 03/06/19 AED- PEDIATRIC PADS             | 198.00          |             | 101               | 100-2600 |           | 610      |
| 2             | 67156 03/06/19 AED-ADULT PADS                  | 76.00           |             | 101               | 100-2600 |           | 610      |
| 3             | 67156 03/06/19 AED- BATTERIES                  | 18.00           |             | 101               | 100-2600 |           | 610      |
|               | <b>Total Check:</b>                            | <b>292.00</b>   |             |                   |          |           |          |
| 360038        | 43 ALSCO-AMERICAN LINEN DIVISION               |                 |             |                   |          |           |          |
|               | 1577   | 239.61          |             |                   |          |           |          |
| 1             | LBIL147199 03/04/19 MOPS, RUGS, APRONS, LINENS | 27.40           |             | 101               | 100-2600 |           | 610      |
| 2             | LBIL147199 03/04/19 MOPS, RUGS, APRONS, LINENS | 3.65            |             | 110               | 100-2700 |           | 610      |
| 3             | LBIL147199 03/04/19 MOPS, RUGS, APRONS, LINENS | 14.61*          |             | 112               | 910-3100 |           | 610      |
| 4             | LBIL147026 02/25/19 MOPS, RUGS, APRONS, LINENS | 87.79           |             | 101               | 100-2600 |           | 610      |
| 5             | LBIL147026 02/25/19 MOPS, RUGS, APRONS, LINENS | 11.70           |             | 110               | 100-2700 |           | 610      |
| 6             | LBIL147026 02/25/19 MOPS, RUGS, APRONS, LINENS | 46.82*          |             | 112               | 910-3100 |           | 610      |
| 7             | LBIL146856 02/18/19 MOPS, RUGS, APRONS, LINENS | 28.59           |             | 101               | 100-2600 |           | 610      |
| 8             | LBIL146856 02/18/19 MOPS, RUGS, APRONS, LINENS | 3.81            |             | 110               | 100-2700 |           | 610      |
| 9             | LBIL146856 02/18/19 MOPS, RUGS, APRONS, LINENS | 15.24*          |             | 112               | 910-3100 |           | 610      |

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GALLATIN GATEWAY ELEMENTARY  
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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name                                  | Amount          | Acct/Source/ |          |           |          |
|---------------|--|-----------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description                 | Line Amount     | PO #         | Fund Org | Prog-Func | Obj Proj |
|               | 1599   | 149.61          |              |          |           | ----     |
| 1             | LBIL147371 03/11/19 RUGS, APRONS, MOPS, LINENS | 89.76           |              | 101      | 100-2600  | 610      |
| 2             | LBIL147371 03/11/19 RUGS, APRONS, MOPS, LINENS | 11.97           |              | 110      | 100-2700  | 610      |
| 3             | LBIL147371 03/11/19 RUGS, APRONS, MOPS, LINENS | 47.88*          |              | 112      | 910-3100  | 610      |
|               | <b>Total Check:</b>                            | <b>389.22</b>   |              |          |           |          |
| 36004S        | 1494 BIG SKY INTERPRETING SERVICES,            |                 |              |          |           |          |
|               | 1585   | 45.00           |              |          |           |          |
| 1             | 370 02/20/19 INTERPRETING SERVICES             | 45.00*          |              | 101      | 100-2150  | 330      |
|               | <b>Total Check:</b>                            | <b>45.00</b>    |              |          |           |          |
| 36005S        | 370 BOZEMAN ELITE COMMERCIAL CLEANERS          |                 |              |          |           |          |
|               | 1578   | 2,880.00        |              |          |           |          |
| 1             | 1245 03/01/19 MONTHLY- CUSTODIAL SERVICES      | 2,246.40        |              | 101      | 100-2600  | 433      |
| 2             | 1245 03/01/19 MONTHLY- CUSTODIAL SERVICES      | 576.00          |              | 110      | 100-2600  | 433      |
| 3             | 1245 03/01/19 MONTHLY- CUSTODIAL SERVICES      | 57.60*          |              | 117      | 610-2600  | 433      |
|               | <b>Total Check:</b>                            | <b>2,880.00</b> |              |          |           |          |
| 36006S        | 179 BRIDGERCARE                                |                 |              |          |           |          |
|               | 1579   | 300.00          |              |          |           |          |
| 1             | 01/29/19 MATURATION CLASSES- GRADES 4-6        | 300.00*         |              | 101      | 100-1000  | 330      |
|               | <b>Total Check:</b>                            | <b>300.00</b>   |              |          |           |          |
| 36007S        | 229 CENTURYLINK                                |                 |              |          |           |          |
|               | 1580   | 19.02           |              |          |           |          |
| 1             | 1462666657 02/19/19 PHONE- LONG DISTANCE       | 13.88           |              | 101      | 100-2300  | 531      |
| 2             | 1462666657 02/19/19 PHONE- LONG DISTANCE       | 4.76            |              | 110      | 100-2300  | 531      |
| 3             | 1462666657 02/19/19 PHONE- LONG DISTANCE       | 0.38            |              | 117      | 610-2300  | 531      |
|               | <b>Total Check:</b>                            | <b>19.02</b>    |              |          |           |          |
| 36008S        | 262 COMMERCIAL ENERGY OF MONTANA INC           |                 |              |          |           |          |
|               | 1581   | 626.28          |              |          |           |          |
| 1             | NEW051677 02/06/19 GAS ON NWE SYSTEM           | 613.75          |              | 101      | 100-2600  | 411      |
| 2             | NEW051677 02/06/19 GAS ON NWE SYSTEM           | 12.53*          |              | 117      | 610-2600  | 411      |
|               | 1601   | 765.51          |              |          |           |          |
| 1             | NEWE052208 03/05/19 GAS ON NWE SYSTEM          | 750.20          |              | 101      | 100-2600  | 411      |
| 2             | NEWE052208 03/05/19 GAS ON NWE SYSTEM          | 15.31*          |              | 117      | 610-2600  | 411      |
|               | <b>Total Check:</b>                            | <b>1,391.79</b> |              |          |           |          |
| 36009S        | 420 FOOD SERVICES OF AMERICA                   |                 |              |          |           |          |
|               | 1593   | 3,968.82        |              |          |           |          |
| 1             | 5666048 02/11/19 FOOD                          | 207.74*         |              | 101      | 910-3100  | 630      |
| 2             | 5666048 02/11/19 FOOD                          | 484.74*         |              | 112      | 910-3100  | 630      |
| 3             | 5664856 02/07/19 FOOD                          | 235.35*         |              | 101      | 910-3100  | 630      |
| 4             | 5664856 02/07/19 FOOD                          | 549.16*         |              | 112      | 910-3100  | 630      |
| 5             | 5662924 02/04/19 FOOD                          | 125.07*         |              | 101      | 910-3100  | 630      |
| 6             | 5662924 02/04/19 FOOD                          | 291.83*         |              | 112      | 910-3100  | 630      |

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GALLATIN GATEWAY ELEMENTARY  
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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name                               | Amount          | Acct/Source/ |          |           |          |
|---------------|---|-----------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description              | Line Amount     | PO #         | Fund Org | Prog-Func | Obj Proj |
| 7             | 5662723 02/04/19 CO-OP BID- FOOD & SUPPLIE  | 70.05*          | 19-070       | 101      | 910-3100  | 630      |
| 8             | 5662723 02/04/19 CO-OP BID- FOOD & SUPPLIE  | 163.44*         | 19-070       | 112      | 910-3100  | 630      |
| 9             | 5671523 02/21/19 FOOD                       | 291.34*         |              | 101      | 910-3100  | 630      |
| 10            | 5671523 02/21/19 FOOD                       | 679.81*         |              | 112      | 910-3100  | 630      |
| 11            | 5668185 02/14/19 FOOD                       | 261.09*         |              | 101      | 910-3100  | 630      |
| 12            | 5668185 02/14/19 FOOD                       | 609.20*         |              | 112      | 910-3100  | 630      |
|               | <b>Total Check:</b>                         | <b>3,968.82</b> |              |          |           |          |
| 36010S        | 431 GALLATIN CO. SUPERINTENDENT OF          |                 |              |          |           |          |
| 1582          |   | 25.00           |              |          |           |          |
| 1             | 2019-31 03/04/19 BKGRD CHECK- VOLUNTEER- HH | 25.00           |              | 101      | 100-2300  | 330      |
|               | <b>Total Check:</b>                         | <b>25.00</b>    |              |          |           |          |
| 36011S        | 445 GALLATIN-MADISON SPECIAL ED. COOP.      |                 |              |          |           |          |
| 1603          |   | 359.09          |              |          |           |          |
| 1             | 03/11/19 MAC- 3RD QUARTER                   | 127.03*         |              | 115      | 100-1000  | 810 110  |
| 2             | 03/11/19 MAC- 4TH QUARTER                   | 232.06*         |              | 115      | 100-1000  | 810 110  |
|               | <b>Total Check:</b>                         | <b>359.09</b>   |              |          |           |          |
| 36012S        | 577 J&H INC                                 |                 |              |          |           |          |
| 1584          |   | 685.95          |              |          |           |          |
| 1             | 553248 03/05/19 COPIER- OFFICE              | 650.62          |              | 101      | 100-2300  | 550      |
| 2             | 551683 02/14/19 COPIER- BUSINESS OFFICE     | 35.33           |              | 101      | 100-2300  | 550      |
|               | <b>Total Check:</b>                         | <b>685.95</b>   |              |          |           |          |
| 36013S        | 1283 JAFFE, FRAULEIN                        |                 |              |          |           |          |
| 1583          |   | 17.31           |              |          |           |          |
| 1             | 02/21/19 SUPPLIES                           | 17.31*          |              | 115      | 840-3300  | 610 202  |
|               | <b>Total Check:</b>                         | <b>17.31</b>    |              |          |           |          |
| 36014S        | 697 MCCOTTER, BECKY                         |                 |              |          |           |          |
| 1586          |   | 250.00          |              |          |           |          |
| 1             | 688573 03/02/19 PIANIST- MCT PERFORMANCE    | 250.00*         |              | 115      | 710-3400  | 330 107  |
|               | <b>Total Check:</b>                         | <b>250.00</b>   |              |          |           |          |
| 36015S        | 856 NORTHWESTERN ENERGY                     |                 |              |          |           |          |
| 1587          |   | 2,998.49        |              |          |           |          |
| 1             | 03/05/19 ELECTRIC SERVICE                   | 1,213.12        |              | 101      | 100-2600  | 412      |
| 2             | 03/05/19 ELECTRIC SERVICE                   | 311.05          |              | 110      | 100-2600  | 412      |
| 3             | 03/05/19 ELECTRIC SERVICE                   | 31.11*          |              | 117      | 610-2600  | 412      |
| 4             | 03/05/19 POWER-LIGHTS                       | 140.15          |              | 101      | 100-2600  | 410      |
| 5             | 03/05/19 POWER-LIGHTS                       | 145.99          |              | 110      | 100-2600  | 410      |
| 6             | 03/05/19 POWER-LIGHTS                       | 5.84*           |              | 117      | 610-2600  | 410      |
| 7             | 03/05/19 NATURAL GAS                        | 1,128.21        |              | 101      | 100-2600  | 411      |
| 8             | 03/05/19 NATURAL GAS                        | 23.02*          |              | 117      | 610-2600  | 411      |
|               | <b>Total Check:</b>                         | <b>2,998.49</b> |              |          |           |          |



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GALLATIN GATEWAY ELEMENTARY  
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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name                           | Amount          | Acct/Source/  |                  |           |          |
|---------------|---|-----------------|---------------|------------------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description          | Line Amount     | PO #          | Fund Org         | Prog-Func | Obj Proj |
| 36016S        | 901 PERSONALIZE IT                      |                 |               |                  |           |          |
| 1588          |   | 40.70           |               |                  |           |          |
| 1             | 73568 01/10/19 MILLIONAIRES CLUB TAGS   | 25.20           |               | 101              | 100-1000  | 610      |
| 2             | 73860 02/08/19 MILLIONAIRES CLUB TAGS   | 15.50           |               | 101              | 100-1000  | 610      |
|               | <b>Total Check:</b>                     | <b>40.70</b>    |               |                  |           |          |
| 36017S        | 1008 SCHOLASTIC BOOK FAIRS              |                 |               |                  |           |          |
| 1589          |   | 2,238.72        |               |                  |           |          |
| 1             | W3942165BF 02/20/19 2019 BOOK FAIR      | 2,238.72*       |               | 115              | 710-3400  | 610 195  |
|               | <b>Total Check:</b>                     | <b>2,238.72</b> |               |                  |           |          |
| 36018S        | 1093 STORY DISTRIBUTING CO              |                 |               |                  |           |          |
| 1600          |   | 128.45          |               |                  |           |          |
| 1             | 020754 03/06/19 FUEL TAKE NOZZLE REPAIR | 128.45*         |               | 101              | 100-2700  | 440      |
|               | <b>Total Check:</b>                     | <b>128.45</b>   |               |                  |           |          |
| 36019S        | 1110 SYSCO FOOD SERVICES OF MT          |                 |               |                  |           |          |
| 1590          |   | 1,067.23        |               |                  |           |          |
| 1             | 243132140 02/05/19 FOOD                 | 157.29*         |               | 101              | 910-3100  | 630      |
| 2             | 243132140 02/05/19 FOOD                 | 367.00*         |               | 112              | 910-3100  | 630      |
| 3             | 243135814 02/08/19 FOOD                 | 88.16*          |               | 101              | 910-3100  | 630      |
| 4             | 243135814 02/08/19 FOOD                 | 205.71*         |               | 112              | 910-3100  | 630      |
| 5             | 243141026 02/12/19 FOOD                 | 74.72*          |               | 101              | 910-3100  | 630      |
| 6             | 243141026 02/12/19 FOOD                 | 174.35*         |               | 112              | 910-3100  | 630      |
|               | <b>Total Check:</b>                     | <b>1,067.23</b> |               |                  |           |          |
| 36020S        | 1131 THE CARRIAGE HOUSE CAR WASH        |                 |               |                  |           |          |
| 1591          |   | 40.00           |               |                  |           |          |
| 1             | 3618 01/31/19 BUS CARWASHES (X2)        | 40.00           |               | 110              | 100-2700  | 440      |
|               | <b>Total Check:</b>                     | <b>40.00</b>    |               |                  |           |          |
| 36021S        | 1506 THREE SEASONS, INC                 |                 |               |                  |           |          |
| 1592          |   | 2,195.00        |               |                  |           |          |
| 1             | 1816 02/04/19 SNOW REMOVAL- FEBRUARY    | 2,195.00*       |               | 101              | 100-2630  | 432      |
|               | <b>Total Check:</b>                     | <b>2,195.00</b> |               |                  |           |          |
|               | <b># of Claims</b>                      | <b>28</b>       | <b>Total:</b> | <b>24,284.21</b> |           |          |

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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name  | Amount      | Acct/Source/ |               |           |          |
|---------------|--|-------------|--------------|---------------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description                               | Line Amount | PO #         | Fund Org      | Prog-Func | Obj Proj |
| -99847E       | 1305 BMO MASTERCARD<br>1594                                  | 2,820.29    |              |               |           |          |
|               | C.FISHER PCARD TRANSACTIONS #3574<br>MARCH 5, 2019 STATEMENT |             |              |               |           |          |
| 2             | CC-155 02/06/19 MONTHLY TRASH SERVICES                       | 549.40      |              |               |           |          |
|               | REPUBLIC SERVICES #886                                       |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | -100-2600-431 |           |          |
|               |  |             |              | 101           | 625       |          |
| 3             | CC-155 02/06/19 MONTHLY TRASH SERVICES                       | 12.56       |              |               |           |          |
|               | REPUBLIC SERVICES #886                                       |             |              |               |           |          |
|               | CC Accounting: 117-  |             |              | 117           | 625       |          |
|               |  |             |              | -610-2600-431 |           |          |
| 4             | CC-155 02/06/19 MONTHLY TRASH SERVICES                       | 62.44       |              |               |           |          |
|               | REPUBLIC SERVICES #886                                       |             |              |               |           |          |
|               | CC Accounting: 110-  |             |              | 110           | 625       |          |
|               |  |             |              | -100-2600-431 |           |          |
| 5             | CC-155 02/05/19 INTERNET SERVICE                             | 226.20      |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | 101           | 625       |          |
|               |  |             |              | -100-2300-530 |           |          |
| 6             | CC-155 02/05/19 INTERNET SERVICE                             | 90.48       |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 128-  |             |              | 128           | 625       |          |
|               |  |             |              | -100-2300-530 |           |          |
| 7             | CC-155 02/05/19 INTERNET SERVICE                             | 67.86       |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 117-  |             |              | 117           | 625       |          |
|               |  |             |              | -610-2300-530 |           |          |
| 8             | CC-155 02/05/19 INTERNET SERVICE                             | 67.86       |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 110-  |             |              | 110           | 625       |          |
|               |  |             |              | -100-2300-530 |           |          |
| 9             | CC-155 02/12/19 ADOBE PRO MONTHLY SUBSCRIPTION               | 14.99       |              |               |           |          |
|               | ADOBE SYSTEMS INCROPORATED                                   |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | 101           | 625       |          |
|               |  |             |              | -100-2500-680 |           |          |
| 10            | CC-155 02/23/29 MONTHLY SUBSCRIPTION                         | 37.00       |              |               |           |          |
|               | SURVEY MONKEY  |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | 101           | 625       |          |
|               |  |             |              | -100-2300-810 |           |          |
| 11            | CC-155 03/01/19 BUDGET WKSHP- SCHWIETERMAN                   | 80.00       |              |               |           |          |
|               | MASBO  |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | 101           | 625       |          |
|               |  |             |              | -100-2300-582 |           |          |
| 12            | CC-155 03/01/19 BUDGET WKSHP- ANDERSON                       | 80.00       |              |               |           |          |
|               | MASBO  |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | 101           | 625       |          |
|               |  |             |              | -100-2400-582 |           |          |
| 13            | CC-155 03/01/19 INTERNET SERVICE                             | 226.20      |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 101-  |             |              | 101           | 625       |          |
|               |  |             |              | -100-2300-530 |           |          |
| 14            | CC-155 03/01/19 INTERNET SERVICE                             | 90.48       |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 128-  |             |              | 128           | 625       |          |
|               |  |             |              | -100-2300-530 |           |          |
| 15            | CC-155 03/01/19 INTERNET SERVICE                             | 67.86       |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 117-  |             |              | 117           | 625       |          |
|               |  |             |              | -610-2300-530 |           |          |
| 16            | CC-155 03/01/19 INTERNET SERVICE                             | 67.86       |              |               |           |          |
|               | MONTANA OPTICOM  |             |              |               |           |          |
|               | CC Accounting: 110-  |             |              | 110           | 625       |          |
|               |  |             |              | -100-2300-530 |           |          |

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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name                                  | Amount          | Acct/Source/ |                     |                   |          |
|---------------|--|-----------------|--------------|---------------------|-------------------|----------|
| Line #        | Invoice #/Inv Date/Description                 | Line Amount     | PO #         | Fund Org            | Prog-Func         | Obj Proj |
| 17            | CC-155 03/02/19 SEWER SERVICE                  | 893.04          |              | 101 625             |                   |          |
|               | GALLATIN GATEWAY WATER & SEWER DISTRICT        |                 |              | CC Accounting: 101- | -100-2600-420     |          |
| 18            | CC-155 03/04/19 GYM KEYS                       | 15.50           |              | 101 625             |                   |          |
|               | BOZEMAN SAFE & LOCK                            |                 |              | CC Accounting: 101- | -100-2600-610     |          |
| 19            | CC-155 03/04/19 MEAL- BUDGET WKSP              | 20.57           |              | 101 625             |                   |          |
|               | SAMURAI SAMS                                   |                 |              | CC Accounting: 101- | -100-2500-582     |          |
| 20            | SEAGATE EXTERNAL HD                            | 149.99*         | 19-091       | 101 100-2500        |                   | 682      |
|               | AMAZON.COM CREDIT SERVICES                     |                 |              |                     |                   |          |
|               | <b>Total Check:</b>                            | <b>2,820.29</b> |              |                     |                   |          |
| -99846E       | 1305 BMO MASTERCARD                            |                 |              |                     |                   |          |
|               | 1595   | 4.99            |              |                     |                   |          |
|               | M. COON PCARD TRANSACTIONS #3608               |                 |              |                     |                   |          |
|               | MARCH 5, 2019 STATEMENT                        |                 |              |                     |                   |          |
| 1             | CC-156 01/27/19 VIDEO CD PLAYER                | 4.99            |              |                     |                   |          |
|               | MICROSOFT                                      |                 |              | CC Accounting: 101- | -100-1000-680     |          |
|               |  |                 |              | 101 625             |                   |          |
|               | <b>Total Check:</b>                            | <b>4.99</b>     |              |                     |                   |          |
| -99845E       | 1305 BMO MASTERCARD                            |                 |              |                     |                   |          |
|               | 1596   | 728.31          |              |                     |                   |          |
|               | E. CLARK PCARD TRANSACTIONS #4634              |                 |              |                     |                   |          |
|               | MARCH 5, 2019 STATEMENT                        |                 |              |                     |                   |          |
| 1             | CC-157 02/14/19 PIR STAFF DINNER-PT CONFERENCE | 210.00          |              |                     |                   |          |
|               | SMILING MOOSE DELI                             |                 |              | CC Accounting: 115- | -100-1000-582-162 |          |
|               |  |                 |              | 115 625             |                   | 162      |
| 2             | 02/27/19 MIDDLE SCHOOL PLANNERS                | 159.75          | 19-094       | 101 100-1000        |                   | 610      |
|               | SCHOOL MATE                                    |                 |              |                     |                   |          |
| 3             | 02/27/19 PRIMARY PLANNERS                      | 104.00          | 19-094       | 101 100-1000        |                   | 610      |
|               | SCHOOL MATE                                    |                 |              |                     |                   |          |
| 4             | 02/07/19 DRIVING RECORD-VOLUNTEER              | 7.37            | 19-095       | 101 100-2300        |                   | 330      |
|               | MOTOR VEHICLE DIVISION                         |                 |              |                     |                   |          |
| 5             | 02/11/19 DRIVING RECORD-VOLUNTEER              | 7.37            | 19-095       | 101 100-2300        |                   | 330      |
|               | MOTOR VEHICLE DIVISION                         |                 |              |                     |                   |          |
| 6             | 02/19/19 DRIVING RECORD-VOLUNTEER              | 7.37            | 19-095       | 101 100-2300        |                   | 330      |
|               | MOTOR VEHICLE DIVISION                         |                 |              |                     |                   |          |
| 7             | 02/09/19 TOOTHSAVERS- 144/PK                   | 11.95           | 19-096       | 101 100-1000        |                   | 610      |
|               | AMAZON.COM CREDIT SERVICES                     |                 |              |                     |                   |          |
| 8             | 02/27/19 ELEMENTARY PLANNERS                   | 220.50          | 19-094       | 101 100-1000        |                   | 610      |
|               | SCHOOL MATE                                    |                 |              |                     |                   |          |
|               | <b>Total Check:</b>                            | <b>728.31</b>   |              |                     |                   |          |

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\* ... Over spent expenditure

| Warrant Claim | Vendor #/Name  | Amount          | Acct/Source/ |          |           |          |
|---------------|--|-----------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description   | Line Amount     | PO #         | Fund Org | Prog-Func | Obj Proj |
| -99844E       | 1305 BMO MASTERCARD<br>1597  | 1,106.83        |              |          |           |          |
|               | T.ANDERSON PCARD TRANSACTIONS #3590<br>MARCH 5, 2019 STATEMENT         |                 |              |          |           |          |
| 1             | CC-158 02/04/19 STAFF SHIRTS   | 866.50          |              |          |           |          |
|               | HANDS ON INC.  |                 |              |          |           |          |
| 2             | CC-158 02/07/19 LUNCH-PARAEDUCATOR APPRECIATIO                         | 63.25           |              | 115      | 625       | 110      |
|               | STACEY'S   |                 |              |          |           |          |
| 3             | CC-158 02/13/19 MEAL- F/T CONFERENCES                                  | 133.12          |              | 115      | 625       | 162      |
|               | BUFFALO BUMP PIZZA   |                 |              |          |           |          |
| 4             | CC-158 02/13/19 MEAL/DRINKS-P/T CONFERENCES                            | 43.96           |              | 115      | 625       | 162      |
|               | ALBERTSONS   |                 |              |          |           |          |
|               | <b>Total Check:</b>  | <b>1,106.83</b> |              |          |           |          |
| -99843E       | 1305 BMO MASTERCARD<br>1598  | 95.55           |              |          |           |          |
|               | GGG TEACHERS PCARD TRANSACTIONS #8647<br>MARCH 5, 2019 STATEMENT       |                 |              |          |           |          |
| 1             | CC-159 02/20/19 NEEDY STUDENT- RX & SUPPLIES                           | 34.66           |              |          |           |          |
|               | CVS  |                 |              |          |           |          |
| 2             | 02/13/19 COUNSELING BOOKS  | 60.89*          | 19-089       | 101      | 100-2120  | 610      |
|               | SCHOLASTIC BOOK FAIRS  |                 |              |          |           |          |
|               | <b>Total Check:</b>  | <b>95.55</b>    |              |          |           |          |
| -99842E       | 1305 BMO MASTERCARD<br>1602  | 196.45          |              |          |           |          |
|               | J. HETHERINGTON PCARD TRANSACTIONS #5017<br>FEBRUARY 5, 2019 STATEMENT |                 |              |          |           |          |
| 1             | CC-160 01/09/19 INVESTIGATING SHELTER                                  | 54.95           |              |          |           |          |
|               | PROJECT ARCHAEOLOGY  |                 |              |          |           |          |
| 2             | CC-160 01/07/19 IEFA BOOKS   | 34.74           |              | 101      | 625       |          |
|               | AMAZON.COM CREDIT SERVICES   |                 |              |          |           |          |
| 3             | CC-160 01/08/19 IEFA BOOKS   | 106.76          |              | 101      | 625       |          |
|               | AMAZON.COM CREDIT SERVICES   |                 |              |          |           |          |
|               | <b>Total Check:</b>  | <b>196.45</b>   |              |          |           |          |

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| Warrant Claim | Vendor #/Name                                  | Amount          | Acct/Source/ |          |           |          |
|---------------|--|-----------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description                 | Line Amount     | PO #         | Fund Org | Prog-Func | Obj Proj |
| 36002S        | 25 AED PROFESSIONALS                           |                 |              |          |           |          |
| 1576          |  | 292.00          |              |          |           |          |
| 1             | 67156 03/06/19 AED- PEDIATRIC PADS             | 198.00          |              | 101      | 100-2600  | 610      |
| 2             | 67156 03/06/19 AED-ADULT PADS                  | 76.00           |              | 101      | 100-2600  | 610      |
| 3             | 67156 03/06/19 AED- BATTERIES                  | 18.00           |              | 101      | 100-2600  | 610      |
|               | <b>Total Check:</b>                            | <b>292.00</b>   |              |          |           |          |
| 36003S        | 43 ALSCO-AMERICAN LINEN DIVISION               |                 |              |          |           |          |
| 1577          |  | 239.61          |              |          |           |          |
| 1             | LBIL147199 03/04/19 MOPS,RUGS, APRONS, LINENS  | 27.40           |              | 101      | 100-2600  | 610      |
| 2             | LBIL147199 03/04/19 MOPS,RUGS, APRONS, LINENS  | 3.65            |              | 110      | 100-2700  | 610      |
| 3             | LBIL147199 03/04/19 MOPS,RUGS, APRONS, LINENS  | 14.61*          |              | 112      | 910-3100  | 610      |
| 4             | LBIL147026 02/25/19 MOPS,RUGS, APRONS, LINENS  | 87.79           |              | 101      | 100-2600  | 610      |
| 5             | LBIL147026 02/25/19 MOPS,RUGS, APRONS, LINENS  | 11.70           |              | 110      | 100-2700  | 610      |
| 6             | LBIL147026 02/25/19 MOPS,RUGS, APRONS, LINENS  | 46.82*          |              | 112      | 910-3100  | 610      |
| 7             | LBIL146856 02/18/19 MOPS,RUGS, APRONS, LINENS  | 28.59           |              | 101      | 100-2600  | 610      |
| 8             | LBIL146856 02/18/19 MOPS,RUGS, APRONS, LINENS  | 3.81            |              | 110      | 100-2700  | 610      |
| 9             | LBIL146856 02/18/19 MOPS,RUGS, APRONS, LINENS  | 15.24*          |              | 112      | 910-3100  | 610      |
| 1599          |  | 149.61          |              |          |           |          |
| 1             | LBIL147371 03/11/19 RUGS, APRONS, MOPS, LINENS | 89.76           |              | 101      | 100-2600  | 610      |
| 2             | LBIL147371 03/11/19 RUGS, APRONS, MOPS, LINENS | 11.97           |              | 110      | 100-2700  | 610      |
| 3             | LBIL147371 03/11/19 RUGS, APRONS, MOPS, LINENS | 47.88*          |              | 112      | 910-3100  | 610      |
|               | <b>Total Check:</b>                            | <b>389.22</b>   |              |          |           |          |
| 36004S        | 1494 BIG SKY INTERPRETING SERVICES,            |                 |              |          |           |          |
| 1585          |  | 45.00           |              |          |           |          |
| 1             | 370 02/20/19 INTERPRETING SERVICES             | 45.00*          |              | 101      | 100-2150  | 330      |
|               | <b>Total Check:</b>                            | <b>45.00</b>    |              |          |           |          |
| 36005S        | 370 BOZEMAN ELITE COMMERCIAL CLEANERS          |                 |              |          |           |          |
| 1578          |  | 2,880.00        |              |          |           |          |
| 1             | 1245 03/01/19 MONTHLY- CUSTODIAL SERVICES      | 2,246.40        |              | 101      | 100-2600  | 433      |
| 2             | 1245 03/01/19 MONTHLY- CUSTODIAL SERVICES      | 576.00          |              | 110      | 100-2600  | 433      |
| 3             | 1245 03/01/19 MONTHLY- CUSTODIAL SERVICES      | 57.60*          |              | 117      | 610-2600  | 433      |
|               | <b>Total Check:</b>                            | <b>2,880.00</b> |              |          |           |          |
| 36006S        | 179 BRIDGERCARE                                |                 |              |          |           |          |
| 1579          |  | 300.00          |              |          |           |          |
| 1             | 01/29/19 MATURATION CLASSES- GRADES 4-6        | 300.00*         |              | 101      | 100-1000  | 330      |
|               | <b>Total Check:</b>                            | <b>300.00</b>   |              |          |           |          |

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| Warrant Claim | Vendor #/Name                               | Amount          | Acct./Source/ |          |           |          |
|---------------|---|-----------------|---------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description              | Line Amount     | PO #          | Fund Org | Prog-Func | Obj Proj |
| 36007S        | 229 CENTURYLINK                             |                 |               |          |           |          |
| 1580          |   | 19.02           |               |          |           |          |
| 1             |   |                 |               |          |           |          |
| 1             | 1462666657 02/19/19 PHONE- LONG DISTANCE    | 13.88           |               | 101      | 100-2300  | 531      |
| 2             | 1462666657 02/19/19 PHONE- LONG DISTANCE    | 4.76            |               | 110      | 100-2300  | 531      |
| 3             | 1462666657 02/19/19 PHONE- LONG DISTANCE    | 0.38            |               | 117      | 610-2300  | 531      |
|               | <b>Total Check:</b>                         | <b>19.02</b>    |               |          |           |          |
| 36008S        | 262 COMMERCIAL ENERGY OF MONTANA INC        |                 |               |          |           |          |
| 1581          |   | 626.28          |               |          |           |          |
| 1             | NEW051677 02/06/19 GAS ON NWE SYSTEM        | 613.75          |               | 101      | 100-2600  | 411      |
| 2             | NEW051677 02/06/19 GAS ON NWE SYSTEM        | 12.53*          |               | 117      | 610-2600  | 411      |
| 1601          |   | 765.51          |               |          |           |          |
| 1             | NEWE052208 03/05/19 GAS ON NWE SYSTEM       | 750.20          |               | 101      | 100-2600  | 411      |
| 2             | NEWE052208 03/05/19 GAS ON NWE SYSTEM       | 15.31*          |               | 117      | 610-2600  | 411      |
|               | <b>Total Check:</b>                         | <b>1,391.79</b> |               |          |           |          |
| 36009S        | 420 FOOD SERVICES OF AMERICA                |                 |               |          |           |          |
| 1593          |   | 3,968.82        |               |          |           |          |
| 1             | 5666048 02/11/19 FOOD                       | 207.74*         |               | 101      | 910-3100  | 630      |
| 2             | 5666048 02/11/19 FOOD                       | 484.74*         |               | 112      | 910-3100  | 630      |
| 3             | 5664856 02/07/19 FOOD                       | 235.35*         |               | 101      | 910-3100  | 630      |
| 4             | 5664856 02/07/19 FOOD                       | 549.16*         |               | 112      | 910-3100  | 630      |
| 5             | 5662924 02/04/19 FOOD                       | 125.07*         |               | 101      | 910-3100  | 630      |
| 6             | 5662924 02/04/19 FOOD                       | 291.83*         |               | 112      | 910-3100  | 630      |
| 7             | 5662723 02/04/19 CO-OP BID- FOOD & SUPPLIE  | 70.05*          | 19-070        | 101      | 910-3100  | 630      |
| 8             | 5662723 02/04/19 CO-OP BID- FOOD & SUPPLIE  | 163.44*         | 19-070        | 112      | 910-3100  | 630      |
| 9             | 5671523 02/21/19 FOOD                       | 291.34*         |               | 101      | 910-3100  | 630      |
| 10            | 5671523 02/21/19 FOOD                       | 679.81*         |               | 112      | 910-3100  | 630      |
| 11            | 5668185 02/14/19 FOOD                       | 261.09*         |               | 101      | 910-3100  | 630      |
| 12            | 5668185 02/14/19 FOOD                       | 609.20*         |               | 112      | 910-3100  | 630      |
|               | <b>Total Check:</b>                         | <b>3,968.82</b> |               |          |           |          |
| 36010S        | 431 GALLATIN CO. SUPERINTENDENT OF          |                 |               |          |           |          |
| 1582          |   | 25.00           |               |          |           |          |
| 1             | 2019-31 03/04/19 BKGRD CHECK- VOLUNTEER- HH | 25.00           |               | 101      | 100-2300  | 330      |
|               | <b>Total Check:</b>                         | <b>25.00</b>    |               |          |           |          |
| 36011S        | 445 GALLATIN-MADISON SPECIAL ED. COOP.      |                 |               |          |           |          |
| 1603          |   | 359.09          |               |          |           |          |
| 1             | 03/11/19 MAC- 3RD QUARTER                   | 127.03*         |               | 115      | 100-1000  | 810 110  |
| 2             | 03/11/19 MAC- 4TH QUARTER                   | 232.06*         |               | 115      | 100-1000  | 810 110  |
|               | <b>Total Check:</b>                         | <b>359.09</b>   |               |          |           |          |

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| Warrant Claim | Vendor #/Name                            | Amount          | Acct/Source/ |          |           |          |
|---------------|--|-----------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description           | Line Amount     | PO #         | Fund Org | Prog-Func | Obj Proj |
| 360128        | 577 J&H INC                              |                 |              |          |           |          |
| 1584          |  | 685.95          |              |          |           |          |
| 1             | 553248 03/05/19 COPIER- OFFICE           | 650.62          |              | 101      | 100-2300  | 550      |
| 2             | 551683 02/14/19 COPIER- BUSINESS OFFICE  | 35.33           |              | 101      | 100-2300  | 550      |
|               | <b>Total Check:</b>                      | <b>685.95</b>   |              |          |           |          |
| 360138        | 1283 JAFFE, FRAULEIN                     |                 |              |          |           |          |
| 1583          |  | 17.31           |              |          |           |          |
| 1             | 02/21/19 SUPPLIES                        | 17.31*          |              | 115      | 840-3300  | 610 202  |
|               | <b>Total Check:</b>                      | <b>17.31</b>    |              |          |           |          |
| 360148        | 697 MCCOTTER, BECKY                      |                 |              |          |           |          |
| 1586          |  | 250.00          |              |          |           |          |
| 1             | 688573 03/02/19 PIANIST- MCT PERFORMANCE | 250.00*         |              | 115      | 710-3400  | 330 107  |
|               | <b>Total Check:</b>                      | <b>250.00</b>   |              |          |           |          |
| 360158        | 856 NORTHWESTERN ENERGY                  |                 |              |          |           |          |
| 1587          |  | 2,998.49        |              |          |           |          |
| 1             | 03/05/19 ELECTRIC SERVICE                | 1,213.12        |              | 101      | 100-2600  | 412      |
| 2             | 03/05/19 ELECTRIC SERVICE                | 311.05          |              | 110      | 100-2600  | 412      |
| 3             | 03/05/19 ELECTRIC SERVICE                | 31.11*          |              | 117      | 610-2600  | 412      |
| 4             | 03/05/19 POWER-LIGHTS                    | 140.15          |              | 101      | 100-2600  | 410      |
| 5             | 03/05/19 POWER-LIGHTS                    | 145.99          |              | 110      | 100-2600  | 410      |
| 6             | 03/05/19 POWER-LIGHTS                    | 5.84*           |              | 117      | 610-2600  | 410      |
| 7             | 03/05/19 NATURAL GAS                     | 1,128.21        |              | 101      | 100-2600  | 411      |
| 8             | 03/05/19 NATURAL GAS                     | 23.02*          |              | 117      | 610-2600  | 411      |
|               | <b>Total Check:</b>                      | <b>2,998.49</b> |              |          |           |          |
| 360168        | 901 PERSONALIZE IT                       |                 |              |          |           |          |
| 1588          |  | 40.70           |              |          |           |          |
| 1             | 73568 01/10/19 MILLIONAIRES CLUB TAGS    | 25.20           |              | 101      | 100-1000  | 610      |
| 2             | 73860 02/08/19 MILLIONAIRES CLUB TAGS    | 15.50           |              | 101      | 100-1000  | 610      |
|               | <b>Total Check:</b>                      | <b>40.70</b>    |              |          |           |          |
| 360178        | 1008 SCHOLASTIC BOOK FAIRS               |                 |              |          |           |          |
| 1589          |  | 2,238.72        |              |          |           |          |
| 1             | W3942165BF 02/20/19 2019 BOOK FAIR       | 2,238.72*       |              | 115      | 710-3400  | 610 195  |
|               | <b>Total Check:</b>                      | <b>2,238.72</b> |              |          |           |          |
| 360188        | 1093 STORY DISTRIBUTING CO               |                 |              |          |           |          |
| 1600          |  | 128.45          |              |          |           |          |
| 1             | 020754 03/06/19 FUEL TAKE NOZZLE REPAIR  | 128.45*         |              | 101      | 100-2700  | 440      |
|               | <b>Total Check:</b>                      | <b>128.45</b>   |              |          |           |          |

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| Warrant Claim | Vendor #/Name                        | Amount           | Acct/Source/ |          |           |          |
|---------------|--------------------------------------|------------------|--------------|----------|-----------|----------|
| Line #        | Invoice #/Inv Date/Description       | Line Amount      | PO #         | Fund Org | Prog-Func | Obj Proj |
| 36019S        | 1110 SYSCO FOOD SERVICES OF MT       |                  |              |          |           |          |
| 1590          |                                      | 1,067.23         |              |          |           |          |
| 1             | 243132140 02/05/19 FOOD              | 157.29*          |              | 101      | 910-3100  | 630      |
| 2             | 243132140 02/05/19 FOOD              | 367.00*          |              | 112      | 910-3100  | 630      |
| 3             | 243135814 02/08/19 FOOD              | 88.16*           |              | 101      | 910-3100  | 630      |
| 4             | 243135814 02/08/19 FOOD              | 205.71*          |              | 112      | 910-3100  | 630      |
| 5             | 243141026 02/12/19 FOOD              | 74.72*           |              | 101      | 910-3100  | 630      |
| 6             | 243141026 02/12/19 FOOD              | 174.35*          |              | 112      | 910-3100  | 630      |
|               | <b>Total Check:</b>                  | <b>1,067.23</b>  |              |          |           |          |
| 36020S        | 1131 THE CARRIAGE HOUSE CAR WASH     |                  |              |          |           |          |
| 1591          |                                      | 40.00            |              |          |           |          |
| 1             | 3618 01/31/19 BUS CARWASHES (X2)     | 40.00            |              | 110      | 100-2700  | 440      |
|               | <b>Total Check:</b>                  | <b>40.00</b>     |              |          |           |          |
| 36021S        | 1506 THREE SEASONS, INC              |                  |              |          |           |          |
| 1592          |                                      | 2,195.00         |              |          |           |          |
| 1             | 1816 02/04/19 SNOW REMOVAL- FEBRUARY | 2,195.00*        |              | 101      | 100-2630  | 432      |
|               | <b>Total Check:</b>                  | <b>2,195.00</b>  |              |          |           |          |
|               | <b># of Claims</b>                   | <b>28</b>        |              |          |           |          |
|               | <b>Total:</b>                        | <b>24,284.21</b> |              |          |           |          |



03/11/19  
15:31:20

GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 19

Page: 1 of 1  
Report ID: B100F

| Fund                     | Committed<br>Current Month | Committed<br>YTD    | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--------------------------|----------------------------|---------------------|---------------------------|--------------------------|----------------------------|----------------|
| 101 GENERAL              | 93,204.40                  | 772,889.59          | 1,227,342.00              | 1,227,342.00             | 454,452.41                 | 63 %           |
| 110 TRANSPORTATION       | 6,903.58                   | 73,306.84           | 99,750.00                 | 99,750.00                | 26,443.16                  | 73 %           |
| 111 BUS DEPRECIATION     | 0.00                       | 80,810.87           | 88,317.00                 | 88,317.00                | 7,506.13                   | 92 %           |
| 113 TUITION              | 0.00                       | 0.00                | 885.00                    | 885.00                   | 885.00                     | 0 %            |
| 114 RETIREMENT           | 13,498.08                  | 98,150.68           | 174,496.00                | 174,496.00               | 76,345.32                  | 56 %           |
| 117 ADULT EDUCATION FUND | 365.74                     | 3,595.35            | 19,515.00                 | 19,515.00                | 15,919.65                  | 18 %           |
| 128 TECHNOLOGY FUNDS     | 1,393.56                   | 11,596.09           | 22,501.00                 | 22,501.00                | 10,904.91                  | 52 %           |
| 129 FLEXIBILITY FUND     | 0.00                       | 0.00                | 10,966.00                 | 10,966.00                | 10,966.00                  | 0 %            |
| 150 DEBT SERVICE         | 0.00                       | 5,832.50            | 116,315.00                | 116,315.00               | 110,482.50                 | 5 %            |
| 161 BUILDING RESERVE     | 0.00                       | 7,925.00            | 160,347.00                | 160,347.00               | 152,422.00                 | 5 %            |
| <b>Grand Total:</b>      | <b>115,365.36</b>          | <b>1,054,106.92</b> | <b>1,920,434.00</b>       | <b>1,920,434.00</b>      | <b>866,327.08</b>          | <b>55 %</b>    |

101 GENERAL

| Program-Function-Object             | Committed<br>Current Month | Committed<br>YTD  | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                      |                            |                   |                           |                          |                            |                |
| 100 ELEMENTARY                      |                            |                   |                           |                          |                            |                |
| 1000 INSTRUCTION                    |                            |                   |                           |                          |                            |                |
| 112 CERTIFIED SALARIES              | 40,580.72                  | 284,065.05        | 482,519.00                | 482,519.00               | 198,453.95                 | 58 %           |
| 117 PARAPROFESSIONALS               | 3,949.43                   | 25,999.84         | 37,134.00                 | 37,134.00                | 11,134.16                  | 70 %           |
| 120 TEMPORARY SALARIES              | 0.00                       | 0.00              | 8,000.00                  | 8,000.00                 | 8,000.00                   | 0 %            |
| 122 SUBSTITUTE TEACHERS             | 850.00                     | 5,355.00          | 0.00                      | 0.00                     | -5,355.00                  | *** %          |
| 150 STIPEND                         | 25.00                      | 2,260.00          | 3,230.00                  | 3,230.00                 | 970.00                     | 69 %           |
| 190 LEAVE - PAY                     | 0.00                       | 0.00              | 18,000.00                 | 18,000.00                | 18,000.00                  | 0 %            |
| 250 WORKERS' COMPENSATION           | -289.81                    | 1,148.91          | 2,619.00                  | 2,619.00                 | 1,470.09                   | 43 %           |
| 260 HEALTH INS                      | 6,041.11                   | 44,091.95         | 78,314.00                 | 78,314.00                | 34,222.05                  | 56 %           |
| 330 OTHER PROFESSIONAL SERVICES     | 300.00                     | 4,575.00          | 4,025.00                  | 4,025.00                 | -550.00                    | 113 %          |
| 440 REPAIR AND MAINTIENANCE SERVICE | 0.00                       | 606.70            | 0.00                      | 0.00                     | -606.70                    | *** %          |
| 540 ADVERTISING                     | 0.00                       | 883.43            | 1,000.00                  | 1,000.00                 | 116.57                     | 88 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI  | 0.00                       | 413.95            | 3,500.00                  | 3,500.00                 | 3,086.05                   | 11 %           |
| 610 SUPPLIES                        | 52.65                      | 5,584.61          | 17,000.00                 | 17,000.00                | 11,415.39                  | 32 %           |
| 640 BOOKS                           | 0.00                       | 2,328.79          | 6,000.00                  | 6,000.00                 | 3,671.21                   | 38 %           |
| 650 PERIODICALS                     | 0.00                       | 0.00              | 400.00                    | 400.00                   | 400.00                     | 0 %            |
| 660 MINOR EQUIPMENT                 | 0.00                       | 0.00              | 4,000.00                  | 4,000.00                 | 4,000.00                   | 0 %            |
| 680 COMPUTER SOFTWARE               | 4.99                       | 4,265.76          | 9,000.00                  | 9,000.00                 | 4,734.24                   | 47 %           |
| 682 SUPPLIES- TECHNOLOGY            | 0.00                       | 1,797.96          | 2,000.00                  | 2,000.00                 | 202.04                     | 89 %           |
| 780 MAJOR TECHNOLOGY HARDWARE       | 0.00                       | 0.00              | 3,500.00                  | 3,500.00                 | 3,500.00                   | 0 %            |
| 810 DUES AND FEES                   | 0.00                       | 359.00            | 75.00                     | 75.00                    | -284.00                    | 478 %          |
| <b>Function Total:</b>              | <b>51,514.09</b>           | <b>383,735.95</b> | <b>680,316.00</b>         | <b>680,316.00</b>        | <b>295,580.05</b>          | <b>56 %</b>    |
| 2100 STUDENTS                       |                            |                   |                           |                          |                            |                |
| 113 PROFESSIONAL-OTHER CERTIFIED S  | 5.76                       | 2,266.20          | 5,391.00                  | 5,391.00                 | 3,124.80                   | 42 %           |
| 250 WORKERS' COMPENSATION           | -2.78                      | 9.99              | 27.00                     | 27.00                    | 17.01                      | 37 %           |
| 260 HEALTH INS                      | 0.00                       | 60.24             | 201.00                    | 201.00                   | 140.76                     | 29 %           |
| 540 ADVERTISING                     | 0.00                       | 0.00              | 350.00                    | 350.00                   | 350.00                     | 0 %            |
| 610 SUPPLIES                        | 0.00                       | 0.00              | 175.00                    | 175.00                   | 175.00                     | 0 %            |
| <b>Function Total:</b>              | <b>2.98</b>                | <b>2,336.43</b>   | <b>6,144.00</b>           | <b>6,144.00</b>          | <b>3,807.57</b>            | <b>38 %</b>    |
| 2112 ATTENDANCE SERVICES            |                            |                   |                           |                          |                            |                |
| 610 SUPPLIES                        | 0.00                       | 0.00              | 100.00                    | 100.00                   | 100.00                     | 0 %            |
| <b>Function Total:</b>              | <b>0.00</b>                | <b>0.00</b>       | <b>100.00</b>             | <b>100.00</b>            | <b>100.00</b>              | <b>0 %</b>     |
| 2120 GUIDANCE PROGRAM               |                            |                   |                           |                          |                            |                |
| 113 PROFESSIONAL-OTHER CERTIFIED S  | 3,318.97                   | 23,232.77         | 39,828.00                 | 39,828.00                | 16,595.23                  | 58 %           |
| 190 LEAVE - PAY                     | 0.00                       | 0.00              | 130.00                    | 130.00                   | 130.00                     | 0 %            |
| 250 WORKERS' COMPENSATION           | -22.07                     | 77.99             | 200.00                    | 200.00                   | 122.01                     | 38 %           |
| 260 HEALTH INS                      | 496.40                     | 3,527.52          | 6,212.00                  | 6,212.00                 | 2,684.48                   | 56 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI  | 0.00                       | 270.00            | 270.00                    | 270.00                   | 0.00                       | 100 %          |
| 610 SUPPLIES                        | 0.00                       | 739.96            | 250.00                    | 250.00                   | -489.96                    | 295 %          |
| 610-145 SUPPLIES                    | 0.00                       | 35.00             | 0.00                      | 0.00                     | -35.00                     | *** %          |
| MISC.                               |                            |                   |                           |                          |                            |                |
| <b>Function Total:</b>              | <b>3,793.30</b>            | <b>27,883.24</b>  | <b>46,890.00</b>          | <b>46,890.00</b>         | <b>19,006.76</b>           | <b>59 %</b>    |
| 2123 GUIDANCE- TESTING SERVICES     |                            |                   |                           |                          |                            |                |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI  | 0.00                       | 85.00             | 650.00                    | 650.00                   | 565.00                     | 13 %           |
| 610 SUPPLIES                        | 0.00                       | 29.70             | 500.00                    | 500.00                   | 470.30                     | 5 %            |
| <b>Function Total:</b>              | <b>0.00</b>                | <b>114.70</b>     | <b>1,150.00</b>           | <b>1,150.00</b>          | <b>1,035.30</b>            | <b>9 %</b>     |

101 GENERAL

| Program-Function-Object                    | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                             |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                             |                            |                  |                           |                          |                            |                |
| 2131 HEALTH SERVICES- MEDICAL              |                            |                  |                           |                          |                            |                |
| 330 OTHER PROFESSIONAL SERVICES            | 0.00                       | 0.00             | 1,025.00                  | 1,025.00                 | 1,025.00                   | 0 %            |
| 540 ADVERTISING                            | 0.00                       | 346.94           | 0.00                      | 0.00                     | -346.94                    | *** %          |
| <b>Function Total:</b>                     | <b>0.00</b>                | <b>346.94</b>    | <b>1,025.00</b>           | <b>1,025.00</b>          | <b>678.06</b>              | <b>33 %</b>    |
| 2150 Speech Pathology & Audiology Services |                            |                  |                           |                          |                            |                |
| 330 OTHER PROFESSIONAL SERVICES            | 45.00                      | 247.50           | 0.00                      | 0.00                     | -247.50                    | *** %          |
| <b>Function Total:</b>                     | <b>45.00</b>               | <b>247.50</b>    | <b>0.00</b>               | <b>0.00</b>              | <b>-247.50</b>             | <b>*** %</b>   |
| 2225 LIBRARY SERVICES                      |                            |                  |                           |                          |                            |                |
| 113 PROFESSIONAL-OTHER CERTIFIED S         | 2,224.80                   | 15,573.60        | 22,248.00                 | 22,248.00                | 6,674.40                   | 70 %           |
| 190 LEAVE - PAY                            | 0.00                       | 0.00             | 255.00                    | 255.00                   | 255.00                     | 0 %            |
| 250 WORKERS' COMPENSATION                  | -14.80                     | 52.28            | 112.00                    | 112.00                   | 59.72                      | 46 %           |
| 260 HEALTH INS                             | 350.40                     | 2,471.87         | 3,654.00                  | 3,654.00                 | 1,182.13                   | 67 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI         | 0.00                       | 0.00             | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| 610 SUPPLIES                               | 54.95                      | 295.80           | 500.00                    | 500.00                   | 204.20                     | 59 %           |
| 640 BOOKS                                  | 0.00                       | 946.51           | 1,500.00                  | 1,500.00                 | 553.49                     | 63 %           |
| 650 PERIODICALS                            | 0.00                       | 0.00             | 200.00                    | 200.00                   | 200.00                     | 0 %            |
| 660 MINOR EQUIPMENT                        | 0.00                       | 0.00             | 200.00                    | 200.00                   | 200.00                     | 0 %            |
| 680 COMPUTER SOFTWARE                      | 0.00                       | 3,003.98         | 875.00                    | 875.00                   | -2,128.98                  | 343 %          |
| 780 MAJOR TECHNOLOGY HARDWARE              | 0.00                       | 0.00             | 60.00                     | 60.00                    | 60.00                      | 0 %            |
| <b>Function Total:</b>                     | <b>2,615.35</b>            | <b>22,344.04</b> | <b>29,754.00</b>          | <b>29,754.00</b>         | <b>7,409.96</b>            | <b>75 %</b>    |
| 2300 GENERAL ADMINISTRATION                |                            |                  |                           |                          |                            |                |
| 330 OTHER PROFESSIONAL SERVICES            | 25.00                      | 2,783.29         | 6,000.00                  | 6,000.00                 | 3,216.71                   | 46 %           |
| 331 PROF. SERV. AUDITOR                    | 0.00                       | 270.00           | 9,000.00                  | 9,000.00                 | 8,730.00                   | 3 %            |
| 332 PROF. SERV. LEGAL                      | 0.00                       | 0.00             | 2,000.00                  | 2,000.00                 | 2,000.00                   | 0 %            |
| 530 COMMUNICATIONS- INTERNET SERVICE       | 452.40                     | 2,165.49         | 3,000.00                  | 3,000.00                 | 834.51                     | 72 %           |
| 531 COMMUNICATIONS- TELEPHONE              | 13.88                      | 1,878.94         | 1,971.00                  | 1,971.00                 | 92.06                      | 95 %           |
| 532 POSTAGE                                | 0.00                       | 1,095.80         | 1,750.00                  | 1,750.00                 | 654.20                     | 62 %           |
| 540 ADVERTISING                            | 0.00                       | 498.35           | 500.00                    | 500.00                   | 1.65                       | 99 %           |
| 550 PRINTING/DUPLICATING                   | 685.95                     | 4,468.11         | 4,500.00                  | 4,500.00                 | 31.89                      | 99 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI         | 80.00                      | 685.00           | 2,000.00                  | 2,000.00                 | 1,315.00                   | 34 %           |
| 610 SUPPLIES                               | 0.00                       | 591.52           | 1,000.00                  | 1,000.00                 | 408.48                     | 59 %           |
| 660 MINOR EQUIPMENT                        | 0.00                       | 0.00             | 250.00                    | 250.00                   | 250.00                     | 0 %            |
| 680 COMPUTER SOFTWARE                      | 0.00                       | 506.02           | 0.00                      | 0.00                     | -506.02                    | *** %          |
| 810 DUES AND FEES                          | 37.00                      | 4,672.45         | 6,500.00                  | 6,500.00                 | 1,827.55                   | 71 %           |
| <b>Function Total:</b>                     | <b>1,294.23</b>            | <b>19,614.97</b> | <b>38,471.00</b>          | <b>38,471.00</b>         | <b>18,856.03</b>           | <b>50 %</b>    |
| 2314 ELECTIONS                             |                            |                  |                           |                          |                            |                |
| 330 OTHER PROFESSIONAL SERVICES            | 0.00                       | 0.00             | 450.00                    | 450.00                   | 450.00                     | 0 %            |
| 540 ADVERTISING                            | 0.00                       | 0.00             | 75.00                     | 75.00                    | 75.00                      | 0 %            |
| <b>Function Total:</b>                     | <b>0.00</b>                | <b>0.00</b>      | <b>525.00</b>             | <b>525.00</b>            | <b>525.00</b>              | <b>0 %</b>     |
| 2400 SCHOOL ADMINISTRATION                 |                            |                  |                           |                          |                            |                |
| 111 ADMINISTRATIVE SALARY                  | 4,833.40                   | 43,500.81        | 58,001.00                 | 58,001.00                | 14,500.19                  | 75 %           |
| 115 OFFICE/CLERICAL SALARY                 | 2,584.24                   | 24,874.85        | 32,543.00                 | 32,543.00                | 7,668.15                   | 76 %           |
| 125 SUBSTITUTE- OFFICE/CLERICAL            | 114.40                     | 1,174.00         | 1,445.00                  | 1,445.00                 | 271.00                     | 81 %           |
| 190 LEAVE - PAY                            | 0.00                       | 0.00             | 4,000.00                  | 4,000.00                 | 4,000.00                   | 0 %            |
| 250 WORKERS' COMPENSATION                  | -51.22                     | 258.87           | 461.00                    | 461.00                   | 202.13                     | 56 %           |
| 260 HEALTH INS                             | 852.03                     | 7,980.72         | 11,195.00                 | 11,195.00                | 3,214.28                   | 71 %           |
| 340 TECHNICAL SERVICES                     | 0.00                       | 1,275.00         | 1,775.00                  | 1,775.00                 | 500.00                     | 71 %           |

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 19

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101 GENERAL

| Program-Function-Object            | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                     |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                     |                            |                  |                           |                          |                            |                |
| 2400 SCHOOL ADMINISTRATION         |                            |                  |                           |                          |                            |                |
| 532 POSTAGE                        | 0.00                       | 179.99           | 0.00                      | 0.00                     | -179.99                    | *** %          |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI | 80.00                      | 2,842.17         | 2,500.00                  | 2,500.00                 | -342.17                    | 113 %          |
| 610 SUPPLIES                       | 0.00                       | 305.11           | 250.00                    | 250.00                   | -55.11                     | 122 %          |
| 680 COMPUTER SOFTWARE              | 0.00                       | 1,743.35         | 0.00                      | 0.00                     | -1,743.35                  | *** %          |
| 780 MAJOR TECHNOLOGY HARDWARE      | 0.00                       | 1,300.14         | 750.00                    | 750.00                   | -550.14                    | 173 %          |
| 810 DUES AND FEES                  | 0.00                       | 575.00           | 525.00                    | 525.00                   | -50.00                     | 109 %          |
| <b>Function Total:</b>             | <b>8,412.85</b>            | <b>86,010.01</b> | <b>113,445.00</b>         | <b>113,445.00</b>        | <b>27,434.99</b>           | <b>75 %</b>    |
| 2500 BUSINESS SERVICES             |                            |                  |                           |                          |                            |                |
| 111 ADMINISTRATIVE SALARY          | 3,102.90                   | 31,982.62        | 43,480.00                 | 43,480.00                | 11,497.38                  | 73 %           |
| 190 LEAVE - PAY                    | 0.00                       | 0.00             | 8,961.00                  | 8,961.00                 | 8,961.00                   | 0 %            |
| 250 WORKERS' COMPENSATION          | -23.24                     | 115.27           | 208.00                    | 208.00                   | 92.73                      | 55 %           |
| 260 HEALTH INS                     | 0.00                       | 796.88           | 1,912.00                  | 1,912.00                 | 1,115.12                   | 41 %           |
| 330 OTHER PROFESSIONAL SERVICES    | 0.00                       | 1,900.00         | 3,500.00                  | 3,500.00                 | 1,600.00                   | 54 %           |
| 340 TECHNICAL SERVICES             | 0.00                       | 450.00           | 0.00                      | 0.00                     | -450.00                    | *** %          |
| 532 POSTAGE                        | 0.00                       | 0.00             | 50.00                     | 50.00                    | 50.00                      | 0 %            |
| 550 PRINTING/DUPLICATING           | 0.00                       | 211.66           | 360.00                    | 360.00                   | 148.34                     | 58 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI | 20.57                      | 438.92           | 1,500.00                  | 1,500.00                 | 1,061.08                   | 29 %           |
| 610 SUPPLIES                       | 0.00                       | 109.99           | 250.00                    | 250.00                   | 140.01                     | 43 %           |
| 680 COMPUTER SOFTWARE              | 14.99                      | 9,661.30         | 7,000.00                  | 7,000.00                 | -2,661.30                  | 138 %          |
| 682 SUPPLIES- TECHNOLOGY           | 0.00                       | 149.99           | 0.00                      | 0.00                     | -149.99                    | *** %          |
| 810 DUES AND FEES                  | 0.00                       | 283.21           | 700.00                    | 700.00                   | 416.79                     | 40 %           |
| <b>Function Total:</b>             | <b>3,115.22</b>            | <b>46,099.84</b> | <b>67,921.00</b>          | <b>67,921.00</b>         | <b>21,821.16</b>           | <b>67 %</b>    |
| 2600 OPERATIONS & MAINTENANCE      |                            |                  |                           |                          |                            |                |
| 114 CUSTODIAL SALARY               | 0.00                       | 3,606.00         | 5,040.00                  | 5,040.00                 | 1,434.00                   | 71 %           |
| 250 WORKERS' COMPENSATION          | 0.00                       | 18.12            | 25.00                     | 25.00                    | 6.88                       | 72 %           |
| 410 POWER - LIGHTS                 | 140.15                     | 883.58           | 1,050.00                  | 1,050.00                 | 166.42                     | 84 %           |
| 411 NATURAL GAS                    | 2,492.16                   | 8,932.37         | 11,550.00                 | 11,550.00                | 2,617.63                   | 77 %           |
| 412 ELECTRICITY                    | 1,213.12                   | 9,163.68         | 15,225.00                 | 15,225.00                | 6,061.32                   | 60 %           |
| 420 OTHER UTILITY SERVICES- SEWER  | 893.04                     | 8,037.36         | 10,716.00                 | 10,716.00                | 2,678.64                   | 75 %           |
| 421 WATER TESTS                    | 0.00                       | 1,177.96         | 1,800.00                  | 1,800.00                 | 622.04                     | 65 %           |
| 431 DISPOSAL SERVICE               | 549.40                     | 5,356.01         | 6,019.00                  | 6,019.00                 | 662.99                     | 88 %           |
| 433 CUSTODIAL SERVICES             | 2,246.40                   | 20,217.60        | 26,957.00                 | 26,957.00                | 6,739.40                   | 74 %           |
| 440 REPAIR AND MAINTENANCE SERVICE | 0.00                       | 17,608.64        | 15,001.00                 | 15,001.00                | -2,607.64                  | 117 %          |
| 520 INSURANCE                      | 0.00                       | 13,880.10        | 13,487.00                 | 13,487.00                | -393.10                    | 102 %          |
| 610 SUPPLIES                       | 541.04                     | 4,262.82         | 5,200.00                  | 5,200.00                 | 937.18                     | 81 %           |
| 810 DUES AND FEES                  | 0.00                       | 704.00           | 1,500.00                  | 1,500.00                 | 796.00                     | 46 %           |
| <b>Function Total:</b>             | <b>8,075.31</b>            | <b>93,848.24</b> | <b>113,570.00</b>         | <b>113,570.00</b>        | <b>19,721.76</b>           | <b>82 %</b>    |
| 2630 GROUNDS- CARE AND UPKEEP      |                            |                  |                           |                          |                            |                |
| 432 SNOW PLOWING SERVICES          | 2,195.00                   | 5,800.00         | 4,000.00                  | 4,000.00                 | -1,800.00                  | 145 %          |
| <b>Function Total:</b>             | <b>2,195.00</b>            | <b>5,800.00</b>  | <b>4,000.00</b>           | <b>4,000.00</b>          | <b>-1,800.00</b>           | <b>145 %</b>   |
| 2700 STUDENT TRANSPORTATION        |                            |                  |                           |                          |                            |                |
| 440 REPAIR AND MAINTENANCE SERVICE | 128.45                     | 128.45           | 0.00                      | 0.00                     | -128.45                    | *** %          |
| <b>Function Total:</b>             | <b>128.45</b>              | <b>128.45</b>    | <b>0.00</b>               | <b>0.00</b>              | <b>-128.45</b>             | <b>*** %</b>   |

101 GENERAL

| Program-Function-Object                              | Committed<br>Current Month | Committed<br>YTD  | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                                       |                            |                   |                           |                          |                            |                |
| 100 ELEMENTARY                                       |                            |                   |                           |                          |                            |                |
| 3500 EXTRACURRICULAR ATHLETICS                       |                            |                   |                           |                          |                            |                |
| 680 COMPUTER SOFTWARE                                | 0.00                       | 30.49             | 0.00                      | 0.00                     | -30.49                     | *** %          |
| <b>Function Total:</b>                               | <b>0.00</b>                | <b>30.49</b>      | <b>0.00</b>               | <b>0.00</b>              | <b>-30.49</b>              | <b>*** %</b>   |
| <b>Program Total:</b>                                | <b>81,191.78</b>           | <b>688,540.80</b> | <b>1,103,311.00</b>       | <b>1,103,311.00</b>      | <b>414,770.20</b>          | <b>62 %</b>    |
| <b>Program Group Total:</b>                          | <b>81,191.78</b>           | <b>688,540.80</b> | <b>1,103,311.00</b>       | <b>1,103,311.00</b>      | <b>414,770.20</b>          | <b>62 %</b>    |
| 200  |                            |                   |                           |                          |                            |                |
| 280 SPECIAL EDUCATION                                |                            |                   |                           |                          |                            |                |
| 1000 INSTRUCTION                                     |                            |                   |                           |                          |                            |                |
| 112 CERTIFIED SALARIES                               | 2,892.33                   | 20,246.31         | 34,708.00                 | 34,708.00                | 14,461.69                  | 58 %           |
| 117 PARAPROFESSIONALS                                | 2,000.25                   | 12,496.75         | 24,266.00                 | 24,266.00                | 11,769.25                  | 51 %           |
| 120 TEMPORARY SALARIES                               | 0.00                       | 0.00              | 170.00                    | 170.00                   | 170.00                     | 0 %            |
| 190 LEAVE - PAY                                      | 0.00                       | 0.00              | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 250 WORKERS' COMPENSATION                            | -31.35                     | 108.58            | 296.00                    | 296.00                   | 187.42                     | 36 %           |
| 260 HEALTH INS                                       | 584.00                     | 4,676.87          | 9,433.00                  | 9,433.00                 | 4,756.13                   | 49 %           |
| 540 ADVERTISING                                      | 0.00                       | 426.78            | 0.00                      | 0.00                     | -426.78                    | *** %          |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI                   | 0.00                       | 0.00              | 300.00                    | 300.00                   | 300.00                     | 0 %            |
| 610 SUPPLIES   | 0.00                       | 73.83             | 350.00                    | 350.00                   | 276.17                     | 21 %           |
| 640 BOOKS  | 0.00                       | 476.36            | 0.00                      | 0.00                     | -476.36                    | *** %          |
| 682 SUPPLIES- TECHNOLOGY                             | 0.00                       | 0.00              | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| <b>Function Total:</b>                               | <b>5,445.23</b>            | <b>38,505.48</b>  | <b>70,673.00</b>          | <b>70,673.00</b>         | <b>32,167.52</b>           | <b>54 %</b>    |
| 2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR |                            |                   |                           |                          |                            |                |
| 119 OTHER SUPERVISORY SALARIES                       | 216.43                     | 1,947.84          | 2,597.00                  | 2,597.00                 | 649.16                     | 75 %           |
| 250 WORKERS' COMPENSATION                            | -1.44                      | 7.28              | 13.00                     | 13.00                    | 5.72                       | 56 %           |
| 260 HEALTH INS                                       | 14.70                      | 150.15            | 228.00                    | 228.00                   | 77.85                      | 65 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI                   | 0.00                       | 0.00              | 50.00                     | 50.00                    | 50.00                      | 0 %            |
| <b>Function Total:</b>                               | <b>229.69</b>              | <b>2,105.27</b>   | <b>2,888.00</b>           | <b>2,888.00</b>          | <b>782.73</b>              | <b>72 %</b>    |
| 6200 RESOURCES TRANSFERED                            |                            |                   |                           |                          |                            |                |
| 920 RESOURCES TRANSFER TO COOP                       | 0.00                       | 0.00              | 2,667.00                  | 2,667.00                 | 2,667.00                   | 0 %            |
| <b>Function Total:</b>                               | <b>0.00</b>                | <b>0.00</b>       | <b>2,667.00</b>           | <b>2,667.00</b>          | <b>2,667.00</b>            | <b>0 %</b>     |
| <b>Program Total:</b>                                | <b>5,674.92</b>            | <b>40,610.75</b>  | <b>76,228.00</b>          | <b>76,228.00</b>         | <b>35,617.25</b>           | <b>53 %</b>    |
| <b>Program Group Total:</b>                          | <b>5,674.92</b>            | <b>40,610.75</b>  | <b>76,228.00</b>          | <b>76,228.00</b>         | <b>35,617.25</b>           | <b>53 %</b>    |
| 300  |                            |                   |                           |                          |                            |                |
| 365 INDIAN EDUCATION                                 |                            |                   |                           |                          |                            |                |
| 1000 INSTRUCTION                                     |                            |                   |                           |                          |                            |                |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI                   | 0.00                       | 0.00              | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 610 SUPPLIES   | 0.00                       | 0.00              | 500.00                    | 500.00                   | 500.00                     | 0 %            |
| 640 BOOKS  | 0.00                       | 0.00              | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 680 COMPUTER SOFTWARE                                | 0.00                       | 945.00            | 0.00                      | 0.00                     | -945.00                    | *** %          |
| 810 DUES AND FEES                                    | 0.00                       | 0.00              | 200.00                    | 200.00                   | 200.00                     | 0 %            |
| <b>Function Total:</b>                               | <b>0.00</b>                | <b>945.00</b>     | <b>2,700.00</b>           | <b>2,700.00</b>          | <b>1,755.00</b>            | <b>35 %</b>    |
| 2225 LIBRARY SERVICES                                |                            |                   |                           |                          |                            |                |
| 640 BOOKS  | 141.50                     | 141.50            | 500.00                    | 500.00                   | 358.50                     | 28 %           |
| 680 COMPUTER SOFTWARE                                | 0.00                       | 184.00            | 0.00                      | 0.00                     | -184.00                    | *** %          |
| <b>Function Total:</b>                               | <b>141.50</b>              | <b>325.50</b>     | <b>500.00</b>             | <b>500.00</b>            | <b>174.50</b>              | <b>65 %</b>    |
| <b>Program Total:</b>                                | <b>141.50</b>              | <b>1,270.50</b>   | <b>3,200.00</b>           | <b>3,200.00</b>          | <b>1,929.50</b>            | <b>39 %</b>    |

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
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101 GENERAL

| Program-Function-Object            | Committed<br>Current Month | Committed<br>YTD  | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 300                                |                            |                   |                           |                          |                            |                |
| 368 DATA FOR ACHIEVEMENT           |                            |                   |                           |                          |                            |                |
| 1000 INSTRUCTION                   |                            |                   |                           |                          |                            |                |
| 680 COMPUTER SOFTWARE              | 0.00                       | 3,333.80          | 3,300.00                  | 3,300.00                 | -33.80                     | 101 %          |
| <b>Function Total:</b>             | <b>0.00</b>                | <b>3,333.80</b>   | <b>3,300.00</b>           | <b>3,300.00</b>          | <b>-33.80</b>              | <b>101 %</b>   |
| <b>Program Total:</b>              | <b>0.00</b>                | <b>3,333.80</b>   | <b>3,300.00</b>           | <b>3,300.00</b>          | <b>-33.80</b>              | <b>101 %</b>   |
| <b>Program Group Total:</b>        | <b>141.50</b>              | <b>4,604.30</b>   | <b>6,500.00</b>           | <b>6,500.00</b>          | <b>1,895.70</b>            | <b>70 %</b>    |
| 700                                |                            |                   |                           |                          |                            |                |
| 710 EXTRACURRICULAR PROGRAM        |                            |                   |                           |                          |                            |                |
| 3400 EXTRACURRICULAR ACTIVITIES    |                            |                   |                           |                          |                            |                |
| 150 STIPEND                        | 0.00                       | 2,575.00          | 2,725.00                  | 2,725.00                 | 150.00                     | 94 %           |
| 250 WORKERS' COMPENSATION          | 0.00                       | 12.94             | 14.00                     | 14.00                    | 1.06                       | 92 %           |
| 260 HEALTH INS                     | 0.00                       | 207.57            | 247.00                    | 247.00                   | 39.43                      | 84 %           |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI | 0.00                       | 0.00              | 3,000.00                  | 3,000.00                 | 3,000.00                   | 0 %            |
| <b>Function Total:</b>             | <b>0.00</b>                | <b>2,795.51</b>   | <b>5,986.00</b>           | <b>5,986.00</b>          | <b>3,190.49</b>            | <b>46 %</b>    |
| <b>Program Total:</b>              | <b>0.00</b>                | <b>2,795.51</b>   | <b>5,986.00</b>           | <b>5,986.00</b>          | <b>3,190.49</b>            | <b>46 %</b>    |
| 720 ATHLETICS                      |                            |                   |                           |                          |                            |                |
| 3500 EXTRACURRICULAR ATHLETICS     |                            |                   |                           |                          |                            |                |
| 119 OTHER SUPERVISORY SALARIES     | 188.82                     | 2,190.97          | 2,991.00                  | 2,991.00                 | 800.03                     | 73 %           |
| 150 STIPEND                        | 3,200.00                   | 8,110.00          | 10,810.00                 | 10,810.00                | 2,700.00                   | 75 %           |
| 250 WORKERS' COMPENSATION          | 1.59                       | 36.36             | 69.00                     | 69.00                    | 32.64                      | 52 %           |
| 260 HEALTH INS                     | 0.00                       | 111.38            | 0.00                      | 0.00                     | -111.38                    | *** %          |
| 540 ADVERTISING                    | 0.00                       | 469.44            | 0.00                      | 0.00                     | -469.44                    | *** %          |
| <b>Function Total:</b>             | <b>3,390.41</b>            | <b>10,918.15</b>  | <b>13,870.00</b>          | <b>13,870.00</b>         | <b>2,951.85</b>            | <b>78 %</b>    |
| <b>Program Total:</b>              | <b>3,390.41</b>            | <b>10,918.15</b>  | <b>13,870.00</b>          | <b>13,870.00</b>         | <b>2,951.85</b>            | <b>78 %</b>    |
| <b>Program Group Total:</b>        | <b>3,390.41</b>            | <b>13,713.66</b>  | <b>19,856.00</b>          | <b>19,856.00</b>         | <b>6,142.34</b>            | <b>69 %</b>    |
| 900                                |                            |                   |                           |                          |                            |                |
| 910 FOOD SERVICES                  |                            |                   |                           |                          |                            |                |
| 3100 FOOD SERVICES                 |                            |                   |                           |                          |                            |                |
| 116 COOKS                          | 1,237.09                   | 8,171.23          | 11,062.00                 | 11,062.00                | 2,890.77                   | 73 %           |
| 119 OTHER SUPERVISORY SALARIES     | 216.43                     | 1,947.83          | 2,597.00                  | 2,597.00                 | 649.17                     | 75 %           |
| 126 SUBSTITUTE COOKS               | 0.00                       | 81.10             | 288.00                    | 288.00                   | 206.90                     | 28 %           |
| 250 WORKERS' COMPENSATION          | -103.19                    | 338.74            | 789.00                    | 789.00                   | 450.26                     | 42 %           |
| 260 HEALTH INS                     | 14.70                      | 532.64            | 1,503.00                  | 1,503.00                 | 970.36                     | 35 %           |
| 330 OTHER PROFESSIONAL SERVICES    | 0.00                       | 0.00              | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| 540 ADVERTISING                    | 0.00                       | 0.00              | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI | 0.00                       | 270.00            | 200.00                    | 200.00                   | -70.00                     | 135 %          |
| 610 SUPPLIES                       | 0.00                       | 97.09             | 224.00                    | 224.00                   | 126.91                     | 43 %           |
| 630 FOOD                           | 1,440.76                   | 13,820.73         | 4,484.00                  | 4,484.00                 | -9,336.73                  | 308 %          |
| 810 DUES AND FEES                  | 0.00                       | 160.72            | 0.00                      | 0.00                     | -160.72                    | *** %          |
| <b>Function Total:</b>             | <b>2,805.79</b>            | <b>25,420.08</b>  | <b>21,447.00</b>          | <b>21,447.00</b>         | <b>-3,973.08</b>           | <b>118 %</b>   |
| <b>Program Total:</b>              | <b>2,805.79</b>            | <b>25,420.08</b>  | <b>21,447.00</b>          | <b>21,447.00</b>         | <b>-3,973.08</b>           | <b>118 %</b>   |
| <b>Program Group Total:</b>        | <b>2,805.79</b>            | <b>25,420.08</b>  | <b>21,447.00</b>          | <b>21,447.00</b>         | <b>-3,973.08</b>           | <b>118 %</b>   |
| <b>Fund Total:</b>                 | <b>93,204.40</b>           | <b>772,889.59</b> | <b>1,227,342.00</b>       | <b>1,227,342.00</b>      | <b>454,452.41</b>          | <b>62 %</b>    |

110 TRANSPORTATION

| Program-Function-Object              | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                       |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                       |                            |                  |                           |                          |                            |                |
| 2300 GENERAL ADMINISTRATION          |                            |                  |                           |                          |                            |                |
| 530 COMMUNICATIONS- INTERNET SERVICE | 135.72                     | 649.64           | 1,955.00                  | 1,955.00                 | 1,305.36                   | 33 %           |
| 531 COMMUNICATIONS- TELEPHONE        | 4.76                       | 643.51           | 1,200.00                  | 1,200.00                 | 556.49                     | 53 %           |
| 680 COMPUTER SOFTWARE                | 0.00                       | 45.00            | 0.00                      | 0.00                     | -45.00                     | *** %          |
| <b>Function Total:</b>               | <b>140.48</b>              | <b>1,338.15</b>  | <b>3,155.00</b>           | <b>3,155.00</b>          | <b>1,816.85</b>            | <b>42 %</b>    |
| 2400 SCHOOL ADMINISTRATION           |                            |                  |                           |                          |                            |                |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI   | 0.00                       | 40.25            | 0.00                      | 0.00                     | -40.25                     | *** %          |
| <b>Function Total:</b>               | <b>0.00</b>                | <b>40.25</b>     | <b>0.00</b>               | <b>0.00</b>              | <b>-40.25</b>              | <b>*** %</b>   |
| 2500 BUSINESS SERVICES               |                            |                  |                           |                          |                            |                |
| 111 ADMINISTRATIVE SALARY            | 1,034.31                   | 10,660.89        | 14,493.00                 | 14,493.00                | 3,832.11                   | 73 %           |
| 190 LEAVE - PAY                      | 0.00                       | 0.00             | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 250 WORKERS' COMPENSATION            | -7.74                      | 38.44            | 69.00                     | 69.00                    | 30.56                      | 55 %           |
| 260 HEALTH INS                       | 0.00                       | 265.62           | 638.00                    | 638.00                   | 372.38                     | 41 %           |
| <b>Function Total:</b>               | <b>1,026.57</b>            | <b>10,964.95</b> | <b>16,200.00</b>          | <b>16,200.00</b>         | <b>5,235.05</b>            | <b>67 %</b>    |
| 2600 OPERATIONS & MAINTENANCE        |                            |                  |                           |                          |                            |                |
| 410 POWER - LIGHTS                   | 145.99                     | 920.39           | 1,215.00                  | 1,215.00                 | 294.61                     | 75 %           |
| 412 ELECTRICITY                      | 311.05                     | 2,349.65         | 3,075.00                  | 3,075.00                 | 725.35                     | 76 %           |
| 431 DISPOSAL SERVICE                 | 62.44                      | 608.63           | 700.00                    | 700.00                   | 91.37                      | 86 %           |
| 433 CUSTODIAL SERVICES               | 576.00                     | 5,184.00         | 6,912.00                  | 6,912.00                 | 1,728.00                   | 75 %           |
| <b>Function Total:</b>               | <b>1,095.48</b>            | <b>9,062.67</b>  | <b>11,902.00</b>          | <b>11,902.00</b>         | <b>2,839.33</b>            | <b>76 %</b>    |
| 2630 GROUNDS- CARE AND UPKEEP        |                            |                  |                           |                          |                            |                |
| 432 SNOW PLOWING SERVICES            | 0.00                       | 0.00             | 2,200.00                  | 2,200.00                 | 2,200.00                   | 0 %            |
| <b>Function Total:</b>               | <b>0.00</b>                | <b>0.00</b>      | <b>2,200.00</b>           | <b>2,200.00</b>          | <b>2,200.00</b>            | <b>0 %</b>     |
| 2700 STUDENT TRANSPORTATION          |                            |                  |                           |                          |                            |                |
| 115 OFFICE/CLERICAL SALARY           | 352.40                     | 3,392.03         | 4,438.00                  | 4,438.00                 | 1,045.97                   | 76 %           |
| 118 BUS DRIVERS                      | 2,405.28                   | 15,671.26        | 13,261.00                 | 13,261.00                | -2,410.26                  | 118 %          |
| 119 OTHER SUPERVISORY SALARIES       | 1,803.52                   | 16,231.68        | 21,642.00                 | 21,642.00                | 5,410.32                   | 75 %           |
| 125 SUBSTITUTE- OFFICE/CLERICAL      | 15.60                      | 96.00            | 115.00                    | 115.00                   | 19.00                      | 83 %           |
| 180 BONUS                            | 0.00                       | 0.00             | 1,360.00                  | 1,360.00                 | 1,360.00                   | 0 %            |
| 190 LEAVE - PAY                      | 0.00                       | 0.00             | 800.00                    | 800.00                   | 800.00                     | 0 %            |
| 250 WORKERS' COMPENSATION            | -199.45                    | 749.06           | 965.00                    | 965.00                   | 215.94                     | 77 %           |
| 260 HEALTH INS                       | 192.57                     | 2,309.96         | 3,401.00                  | 3,401.00                 | 1,091.04                   | 67 %           |
| 330 OTHER PROFESSIONAL SERVICES      | 0.00                       | 140.00           | 650.00                    | 650.00                   | 510.00                     | 21 %           |
| 440 REPAIR AND MAINTENANCE SERVICE   | 40.00                      | 1,604.90         | 6,000.00                  | 6,000.00                 | 4,395.10                   | 26 %           |
| 520 INSURANCE                        | 0.00                       | 6,406.20         | 6,406.00                  | 6,406.00                 | -0.20                      | 100 %          |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI   | 0.00                       | 62.53            | 250.00                    | 250.00                   | 187.47                     | 25 %           |
| 610 SUPPLIES                         | 31.13                      | 276.48           | 750.00                    | 750.00                   | 473.52                     | 36 %           |
| 624 FUEL                             | 0.00                       | 779.18           | 4,450.00                  | 4,450.00                 | 3,670.82                   | 17 %           |
| 660 MINOR EQUIPMENT                  | 0.00                       | 0.00             | 700.00                    | 700.00                   | 700.00                     | 0 %            |
| 810 DUES AND FEES                    | 0.00                       | 100.00           | 150.00                    | 150.00                   | 50.00                      | 66 %           |
| <b>Function Total:</b>               | <b>4,641.05</b>            | <b>47,819.28</b> | <b>65,338.00</b>          | <b>65,338.00</b>         | <b>17,518.72</b>           | <b>73 %</b>    |
| 2740 TRANSPORTATION SERVICING & MAIN |                            |                  |                           |                          |                            |                |
| 440 REPAIR AND MAINTENANCE SERVICE   | 0.00                       | 2,718.34         | 0.00                      | 0.00                     | -2,718.34                  | *** %          |
| 582 TRAVEL OUT-OF-DISTRICT/INSERVI   | 0.00                       | 0.00             | 355.00                    | 355.00                   | 355.00                     | 0 %            |
| 610 SUPPLIES                         | 0.00                       | 1,363.20         | 600.00                    | 600.00                   | -763.20                    | 227 %          |
| <b>Function Total:</b>               | <b>0.00</b>                | <b>4,081.54</b>  | <b>955.00</b>             | <b>955.00</b>            | <b>-3,126.54</b>           | <b>427 %</b>   |
| <b>Program Total:</b>                | <b>6,903.58</b>            | <b>73,306.84</b> | <b>99,750.00</b>          | <b>99,750.00</b>         | <b>26,443.16</b>           | <b>73 %</b>    |
| <b>Program Group Total:</b>          | <b>6,903.58</b>            | <b>73,306.84</b> | <b>99,750.00</b>          | <b>99,750.00</b>         | <b>26,443.16</b>           | <b>73 %</b>    |

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GALLATIN GATEWAY ELEMENTARY  
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110 TRANSPORTATION

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| Program-Function-Object | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| Fund Total:             | 6,903.58                   | 73,306.84        | 99,750.00                 | 99,750.00                | 26,443.16                  | 73 %           |

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
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111 BUS DEPRECIATION

| Program-Function-Object         | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                  |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                  |                            |                  |                           |                          |                            |                |
| 2700 STUDENT TRANSPORTATION     |                            |                  |                           |                          |                            |                |
| 740 MAJOR EQUIPMENT REPLACEMENT | 0.00                       | 80,810.87        | 88,317.00                 | 88,317.00                | 7,506.13                   | 91 %           |
| <b>Function Total:</b>          | <b>0.00</b>                | <b>80,810.87</b> | <b>88,317.00</b>          | <b>88,317.00</b>         | <b>7,506.13</b>            | <b>91 %</b>    |
| <b>Program Total:</b>           | <b>0.00</b>                | <b>80,810.87</b> | <b>88,317.00</b>          | <b>88,317.00</b>         | <b>7,506.13</b>            | <b>91 %</b>    |
| <b>Program Group Total:</b>     | <b>0.00</b>                | <b>80,810.87</b> | <b>88,317.00</b>          | <b>88,317.00</b>         | <b>7,506.13</b>            | <b>91 %</b>    |
| <b>Fund Total:</b>              | <b>0.00</b>                | <b>80,810.87</b> | <b>88,317.00</b>          | <b>88,317.00</b>         | <b>7,506.13</b>            | <b>91 %</b>    |

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 19

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113 TUITION

| Program-Function-Object     | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-----------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 200                         |                            |                  |                           |                          |                            |                |
| 280 SPECIAL EDUCATION       |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION            |                            |                  |                           |                          |                            |                |
| 561 TUITION                 | 0.00                       | 0.00             | 885.00                    | 885.00                   | 885.00                     | 0 %            |
| <b>Function Total:</b>      | <b>0.00</b>                | <b>0.00</b>      | <b>885.00</b>             | <b>885.00</b>            | <b>885.00</b>              | <b>0 %</b>     |
| <b>Program Total:</b>       | <b>0.00</b>                | <b>0.00</b>      | <b>885.00</b>             | <b>885.00</b>            | <b>885.00</b>              | <b>0 %</b>     |
| <b>Program Group Total:</b> | <b>0.00</b>                | <b>0.00</b>      | <b>885.00</b>             | <b>885.00</b>            | <b>885.00</b>              | <b>0 %</b>     |
| <b>Fund Total:</b>          | <b>0.00</b>                | <b>0.00</b>      | <b>885.00</b>             | <b>885.00</b>            | <b>885.00</b>              | <b>0 %</b>     |

114 RETIREMENT

| Program-Function-Object             | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                      |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                      |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION                    |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 3,297.51                   | 23,107.78        | 42,000.00                 | 42,000.00                | 18,892.22                  | 55 %           |
| 220 TRS                             | 4,040.09                   | 28,141.42        | 45,524.00                 | 45,524.00                | 17,382.58                  | 61 %           |
| 240 UNEMPLOYMENT                    | 217.53                     | 1,524.49         | 2,502.00                  | 2,502.00                 | 977.51                     | 60 %           |
| <b>Function Total:</b>              | <b>7,555.13</b>            | <b>52,773.69</b> | <b>90,026.00</b>          | <b>90,026.00</b>         | <b>37,252.31</b>           | <b>58 %</b>    |
| 2100 STUDENTS                       |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 44.06                      | 238.69           | 412.00                    | 412.00                   | 173.31                     | 57 %           |
| 220 TRS                             | 0.52                       | 203.28           | 0.00                      | 0.00                     | -203.28                    | *** %          |
| 240 UNEMPLOYMENT                    | 2.76                       | 14.98            | 26.00                     | 26.00                    | 11.02                      | 57 %           |
| <b>Function Total:</b>              | <b>47.34</b>               | <b>456.95</b>    | <b>438.00</b>             | <b>438.00</b>            | <b>-18.95</b>              | <b>104 %</b>   |
| 2120 GUIDANCE PROGRAM               |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 231.73                     | 1,622.56         | 3,047.00                  | 3,047.00                 | 1,424.44                   | 53 %           |
| 220 TRS                             | 297.71                     | 2,083.99         | 3,573.00                  | 3,573.00                 | 1,489.01                   | 58 %           |
| 240 UNEMPLOYMENT                    | 15.93                      | 111.50           | 191.00                    | 191.00                   | 79.50                      | 58 %           |
| <b>Function Total:</b>              | <b>545.37</b>              | <b>3,818.05</b>  | <b>6,811.00</b>           | <b>6,811.00</b>          | <b>2,992.95</b>            | <b>56 %</b>    |
| 2210 IMPROVEMENT OF INSTRUCTION SER |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 0.00                       | 0.00             | 1,702.00                  | 1,702.00                 | 1,702.00                   | 0 %            |
| 220 TRS                             | 0.00                       | 0.00             | 1,996.00                  | 1,996.00                 | 1,996.00                   | 0 %            |
| 240 UNEMPLOYMENT                    | 0.00                       | 0.00             | 107.00                    | 107.00                   | 107.00                     | 0 %            |
| <b>Function Total:</b>              | <b>0.00</b>                | <b>0.00</b>      | <b>3,805.00</b>           | <b>3,805.00</b>          | <b>3,805.00</b>            | <b>0 %</b>     |
| 2225 LIBRARY SERVICES               |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 146.30                     | 1,025.78         | 2,000.00                  | 2,000.00                 | 974.22                     | 51 %           |
| 220 TRS                             | 199.57                     | 1,396.97         | 1,850.00                  | 1,850.00                 | 453.03                     | 75 %           |
| 240 UNEMPLOYMENT                    | 10.68                      | 74.76            | 109.00                    | 109.00                   | 34.24                      | 68 %           |
| <b>Function Total:</b>              | <b>356.55</b>              | <b>2,497.51</b>  | <b>3,959.00</b>           | <b>3,959.00</b>          | <b>1,461.49</b>            | <b>63 %</b>    |
| 2400 SCHOOL ADMINISTRATION          |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 571.26                     | 5,291.89         | 6,933.00                  | 6,933.00                 | 1,641.11                   | 76 %           |
| 220 TRS                             | 433.57                     | 3,902.03         | 5,203.00                  | 5,203.00                 | 1,300.97                   | 74 %           |
| 230 PERS                            | 219.79                     | 2,118.85         | 2,771.00                  | 2,771.00                 | 652.15                     | 76 %           |
| 240 UNEMPLOYMENT                    | 35.91                      | 333.62           | 441.00                    | 441.00                   | 107.38                     | 75 %           |
| <b>Function Total:</b>              | <b>1,260.53</b>            | <b>11,646.39</b> | <b>15,348.00</b>          | <b>15,348.00</b>         | <b>3,701.61</b>            | <b>75 %</b>    |
| 2500 BUSINESS SERVICES              |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 316.50                     | 3,262.23         | 4,435.00                  | 4,435.00                 | 1,172.77                   | 73 %           |
| 230 PERS                            | 343.39                     | 3,539.42         | 4,812.00                  | 4,812.00                 | 1,272.58                   | 73 %           |
| 240 UNEMPLOYMENT                    | 19.86                      | 204.69           | 278.00                    | 278.00                   | 73.31                      | 73 %           |
| <b>Function Total:</b>              | <b>679.75</b>              | <b>7,006.34</b>  | <b>9,525.00</b>           | <b>9,525.00</b>          | <b>2,518.66</b>            | <b>73 %</b>    |
| 2580 TECHNOLOGY COORDINATOR         |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 79.80                      | 558.63           | 3,500.00                  | 3,500.00                 | 2,941.37                   | 15 %           |
| 220 TRS                             | 98.95                      | 692.66           | 2,500.00                  | 2,500.00                 | 1,807.34                   | 27 %           |
| 240 UNEMPLOYMENT                    | 5.29                       | 37.08            | 64.00                     | 64.00                    | 26.92                      | 57 %           |
| <b>Function Total:</b>              | <b>184.04</b>              | <b>1,288.37</b>  | <b>6,064.00</b>           | <b>6,064.00</b>          | <b>4,775.63</b>            | <b>21 %</b>    |
| 2600 OPERATIONS & MAINTENANCE       |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE    | 0.00                       | 275.86           | 373.00                    | 373.00                   | 97.14                      | 73 %           |
| 220 TRS                             | 0.00                       | 0.00             | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| 240 UNEMPLOYMENT                    | 0.00                       | 17.31            | 24.00                     | 24.00                    | 6.69                       | 72 %           |
| <b>Function Total:</b>              | <b>0.00</b>                | <b>293.17</b>    | <b>547.00</b>             | <b>547.00</b>            | <b>253.83</b>              | <b>53 %</b>    |

114 RETIREMENT

| Program-Function-Object                              | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                                       |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                                       |                            |                  |                           |                          |                            |                |
| 2700 STUDENT TRANSPORTATION                          |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE                     | 359.61                     | 2,744.73         | 5,000.00                  | 5,000.00                 | 2,255.27                   | 54 %           |
| 220 TRS  | 161.77                     | 1,455.97         | 2,800.00                  | 2,800.00                 | 1,344.03                   | 51 %           |
| 230 PERS   | 154.98                     | 1,059.47         | 500.00                    | 500.00                   | -559.47                    | 211 %          |
| 240 UNEMPLOYMENT                                     | 22.57                      | 172.52           | 200.00                    | 200.00                   | 27.48                      | 86 %           |
| <b>Function Total:</b>                               | <b>698.93</b>              | <b>5,432.69</b>  | <b>8,500.00</b>           | <b>8,500.00</b>          | <b>3,067.31</b>            | <b>63 %</b>    |
| <b>Program Total:</b>                                | <b>11,327.64</b>           | <b>85,213.16</b> | <b>145,023.00</b>         | <b>145,023.00</b>        | <b>59,809.84</b>           | <b>58 %</b>    |
| <b>Program Group Total:</b>                          | <b>11,327.64</b>           | <b>85,213.16</b> | <b>145,023.00</b>         | <b>145,023.00</b>        | <b>59,809.84</b>           | <b>58 %</b>    |
| 200  |                            |                  |                           |                          |                            |                |
| 280 SPECIAL EDUCATION                                |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION                                     |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE                     | 361.37                     | 2,414.76         | 6,500.00                  | 6,500.00                 | 4,085.24                   | 37 %           |
| 220 TRS  | 438.87                     | 2,937.08         | 6,500.00                  | 6,500.00                 | 3,562.92                   | 45 %           |
| 240 UNEMPLOYMENT                                     | 23.49                      | 157.13           | 283.00                    | 283.00                   | 125.87                     | 55 %           |
| <b>Function Total:</b>                               | <b>823.73</b>              | <b>5,508.97</b>  | <b>13,283.00</b>          | <b>13,283.00</b>         | <b>7,774.03</b>            | <b>41 %</b>    |
| 2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE                     | 16.56                      | 148.75           | 197.00                    | 197.00                   | 48.25                      | 75 %           |
| 220 TRS  | 19.41                      | 174.70           | 233.00                    | 233.00                   | 58.30                      | 74 %           |
| 240 UNEMPLOYMENT                                     | 1.04                       | 9.35             | 12.00                     | 12.00                    | 2.65                       | 77 %           |
| <b>Function Total:</b>                               | <b>37.01</b>               | <b>332.80</b>    | <b>442.00</b>             | <b>442.00</b>            | <b>109.20</b>              | <b>75 %</b>    |
| 6200 RESOURCES TRANSFERED                            |                            |                  |                           |                          |                            |                |
| 920 RESOURCES TRANSFER TO COOP                       | 0.00                       | 0.00             | 4,800.00                  | 4,800.00                 | 4,800.00                   | 0 %            |
| <b>Function Total:</b>                               | <b>0.00</b>                | <b>0.00</b>      | <b>4,800.00</b>           | <b>4,800.00</b>          | <b>4,800.00</b>            | <b>0 %</b>     |
| <b>Program Total:</b>                                | <b>860.74</b>              | <b>5,841.77</b>  | <b>18,525.00</b>          | <b>18,525.00</b>         | <b>12,683.23</b>           | <b>31 %</b>    |
| <b>Program Group Total:</b>                          | <b>860.74</b>              | <b>5,841.77</b>  | <b>18,525.00</b>          | <b>18,525.00</b>         | <b>12,683.23</b>           | <b>31 %</b>    |
| 600  |                            |                  |                           |                          |                            |                |
| 610 ADULT CONTINUING EDUCATION PRO                   |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION                                     |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE                     | 5.52                       | 53.40            | 300.00                    | 300.00                   | 246.60                     | 17 %           |
| 220 TRS  | 6.47                       | 58.25            | 100.00                    | 100.00                   | 41.75                      | 58 %           |
| 240 UNEMPLOYMENT                                     | 0.35                       | 3.37             | 30.00                     | 30.00                    | 26.63                      | 11 %           |
| <b>Function Total:</b>                               | <b>12.34</b>               | <b>115.02</b>    | <b>430.00</b>             | <b>430.00</b>            | <b>314.98</b>              | <b>26 %</b>    |
| <b>Program Total:</b>                                | <b>12.34</b>               | <b>115.02</b>    | <b>430.00</b>             | <b>430.00</b>            | <b>314.98</b>              | <b>26 %</b>    |
| <b>Program Group Total:</b>                          | <b>12.34</b>               | <b>115.02</b>    | <b>430.00</b>             | <b>430.00</b>            | <b>314.98</b>              | <b>26 %</b>    |
| 700  |                            |                  |                           |                          |                            |                |
| 710 EXTRACURRICULAR PROGRAM                          |                            |                  |                           |                          |                            |                |
| 3400 EXTRACURRICULAR ACTIVITIES                      |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE                     | 0.00                       | 195.27           | 300.00                    | 300.00                   | 104.73                     | 65 %           |
| 240 UNEMPLOYMENT                                     | 0.00                       | 12.36            | 30.00                     | 30.00                    | 17.64                      | 41 %           |
| <b>Function Total:</b>                               | <b>0.00</b>                | <b>207.63</b>    | <b>330.00</b>             | <b>330.00</b>            | <b>122.37</b>              | <b>62 %</b>    |
| <b>Program Total:</b>                                | <b>0.00</b>                | <b>207.63</b>    | <b>330.00</b>             | <b>330.00</b>            | <b>122.37</b>              | <b>62 %</b>    |
| <b>Program Group Total:</b>                          | <b>0.00</b>                | <b>207.63</b>    | <b>330.00</b>             | <b>330.00</b>            | <b>122.37</b>              | <b>62 %</b>    |
| 720 ATHLETICS  |                            |                  |                           |                          |                            |                |
| 3500 EXTRACURRICULAR ATHLETICS                       |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE                     | 258.34                     | 781.36           | 1,049.00                  | 1,049.00                 | 267.64                     | 74 %           |
| 220 TRS  | 6.47                       | 58.25            | 100.00                    | 100.00                   | 41.75                      | 58 %           |
| 240 UNEMPLOYMENT                                     | 16.27                      | 49.46            | 75.00                     | 75.00                    | 25.54                      | 65 %           |
| <b>Function Total:</b>                               | <b>281.08</b>              | <b>889.07</b>    | <b>1,224.00</b>           | <b>1,224.00</b>          | <b>334.93</b>              | <b>72 %</b>    |
| <b>Program Total:</b>                                | <b>281.08</b>              | <b>889.07</b>    | <b>1,224.00</b>           | <b>1,224.00</b>          | <b>334.93</b>              | <b>72 %</b>    |

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114 RETIREMENT

| Program-Function-Object                      | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| <b>Program Group Total:</b>                  | <b>281.08</b>              | <b>1,096.70</b>  | <b>1,554.00</b>           | <b>1,554.00</b>          | <b>457.30</b>              | <b>70 %</b>    |
| 800  |                            |                  |                           |                          |                            |                |
| 840 AFTERSCHOOL PROGRAM                      |                            |                  |                           |                          |                            |                |
| 3300 COMMUNITY SERVICES- AFTERSCHOOL PROGRAM |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE             | 128.25                     | 324.67           | 0.00                      | 0.00                     | -324.67                    | *** %          |
| 220 TRS                                      | 164.69                     | 423.60           | 0.00                      | 0.00                     | -423.60                    | *** %          |
| 240 UNEMPLOYMENT                             | 5.64                       | 13.40            | 0.00                      | 0.00                     | -13.40                     | *** %          |
| 250 WORKERS' COMPENSATION                    | 3.18                       | 9.27             | 0.00                      | 0.00                     | -9.27                      | *** %          |
| <b>Function Total:</b>                       | <b>301.76</b>              | <b>770.94</b>    | <b>0.00</b>               | <b>0.00</b>              | <b>-770.94</b>             | <b>*** %</b>   |
| <b>Program Total:</b>                        | <b>301.76</b>              | <b>770.94</b>    | <b>0.00</b>               | <b>0.00</b>              | <b>-770.94</b>             | <b>*** %</b>   |
| <b>Program Group Total:</b>                  | <b>301.76</b>              | <b>770.94</b>    | <b>0.00</b>               | <b>0.00</b>              | <b>-770.94</b>             | <b>*** %</b>   |
| 900  |                            |                  |                           |                          |                            |                |
| 910 FOOD SERVICES                            |                            |                  |                           |                          |                            |                |
| 3100 FOOD SERVICES                           |                            |                  |                           |                          |                            |                |
| 210 SOCIAL SECURITY AND MEDICARE             | 332.02                     | 2,398.47         | 4,000.00                  | 4,000.00                 | 1,601.53                   | 59 %           |
| 220 TRS                                      | 19.41                      | 174.70           | 350.00                    | 350.00                   | 175.30                     | 49 %           |
| 230 PERS                                     | 342.26                     | 2,389.43         | 4,300.00                  | 4,300.00                 | 1,910.57                   | 55 %           |
| 240 UNEMPLOYMENT                             | 20.83                      | 150.49           | 314.00                    | 314.00                   | 163.51                     | 47 %           |
| <b>Function Total:</b>                       | <b>714.52</b>              | <b>5,113.09</b>  | <b>8,964.00</b>           | <b>8,964.00</b>          | <b>3,850.91</b>            | <b>57 %</b>    |
| <b>Program Total:</b>                        | <b>714.52</b>              | <b>5,113.09</b>  | <b>8,964.00</b>           | <b>8,964.00</b>          | <b>3,850.91</b>            | <b>57 %</b>    |
| <b>Program Group Total:</b>                  | <b>714.52</b>              | <b>5,113.09</b>  | <b>8,964.00</b>           | <b>8,964.00</b>          | <b>3,850.91</b>            | <b>57 %</b>    |
| <b>Fund Total:</b>                           | <b>13,498.08</b>           | <b>98,150.68</b> | <b>174,496.00</b>         | <b>174,496.00</b>        | <b>76,345.32</b>           | <b>56 %</b>    |

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117 ADULT EDUCATION FUND

| Program-Function-Object                   | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 600                                       |                            |                  |                           |                          |                            |                |
| 610 ADULT CONTINUING EDUCATION PRO        |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION                          |                            |                  |                           |                          |                            |                |
| 119 OTHER SUPERVISORY SALARIES            | 72.15                      | 649.28           | 3,500.00                  | 3,500.00                 | 2,850.72                   | 18 %           |
| 124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS | 0.00                       | 50.00            | 2,800.00                  | 2,800.00                 | 2,750.00                   | 1 %            |
| 250 WORKERS' COMPENSATION                 | -0.48                      | 2.70             | 50.00                     | 50.00                    | 47.30                      | 5 %            |
| 260 HEALTH INS                            | 0.00                       | 6.23             | 0.00                      | 0.00                     | -6.23                      | *** %          |
| 610 SUPPLIES                              | 0.00                       | 0.00             | 1,500.00                  | 1,500.00                 | 1,500.00                   | 0 %            |
| 660 MINOR EQUIPMENT                       | 0.00                       | 0.00             | 1,500.00                  | 1,500.00                 | 1,500.00                   | 0 %            |
| 682 SUPPLIES- TECHNOLOGY                  | 0.00                       | 0.00             | 1,700.00                  | 1,700.00                 | 1,700.00                   | 0 %            |
| 780 MAJOR TECHNOLOGY HARDWARE             | 0.00                       | 0.00             | 6,299.00                  | 6,299.00                 | 6,299.00                   | 0 %            |
| <b>Function Total:</b>                    | <b>71.67</b>               | <b>708.21</b>    | <b>17,349.00</b>          | <b>17,349.00</b>         | <b>16,640.79</b>           | <b>4 %</b>     |
| 2300 GENERAL ADMINISTRATION               |                            |                  |                           |                          |                            |                |
| 530 COMMUNICATIONS- INTERNET SERVICE      | 135.72                     | 649.64           | 1,966.00                  | 1,966.00                 | 1,316.36                   | 33 %           |
| 531 COMMUNICATIONS- TELEPHONE             | 0.38                       | 51.48            | 200.00                    | 200.00                   | 148.52                     | 25 %           |
| <b>Function Total:</b>                    | <b>136.10</b>              | <b>701.12</b>    | <b>2,166.00</b>           | <b>2,166.00</b>          | <b>1,464.88</b>            | <b>32 %</b>    |
| 2600 OPERATIONS & MAINTENANCE             |                            |                  |                           |                          |                            |                |
| 410 POWER - LIGHTS                        | 5.84                       | 36.81            | 0.00                      | 0.00                     | -36.81                     | *** %          |
| 411 NATURAL GAS                           | 50.86                      | 182.31           | 0.00                      | 0.00                     | -182.31                    | *** %          |
| 412 ELECTRICITY                           | 31.11                      | 234.96           | 0.00                      | 0.00                     | -234.96                    | *** %          |
| 421 WATER TESTS                           | 0.00                       | 24.04            | 0.00                      | 0.00                     | -24.04                     | *** %          |
| 431 DISPOSAL SERVICE                      | 12.56                      | 121.80           | 0.00                      | 0.00                     | -121.80                    | *** %          |
| 433 CUSTODIAL SERVICES                    | 57.60                      | 518.40           | 0.00                      | 0.00                     | -518.40                    | *** %          |
| 520 INSURANCE                             | 0.00                       | 1,067.70         | 0.00                      | 0.00                     | -1,067.70                  | *** %          |
| <b>Function Total:</b>                    | <b>157.97</b>              | <b>2,186.02</b>  | <b>0.00</b>               | <b>0.00</b>              | <b>-2,186.02</b>           | <b>*** %</b>   |
| <b>Program Total:</b>                     | <b>365.74</b>              | <b>3,595.35</b>  | <b>19,515.00</b>          | <b>19,515.00</b>         | <b>15,919.65</b>           | <b>18 %</b>    |
| <b>Program Group Total:</b>               | <b>365.74</b>              | <b>3,595.35</b>  | <b>19,515.00</b>          | <b>19,515.00</b>         | <b>15,919.65</b>           | <b>18 %</b>    |
| <b>Fund Total:</b>                        | <b>365.74</b>              | <b>3,595.35</b>  | <b>19,515.00</b>          | <b>19,515.00</b>         | <b>15,919.65</b>           | <b>18 %</b>    |

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 19

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128 TECHNOLOGY FUNDS

| Program-Function-Object              | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|--------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                       |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                       |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION                     |                            |                  |                           |                          |                            |                |
| 660 MINOR EQUIPMENT                  | 0.00                       | 0.00             | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 680 COMPUTER SOFTWARE                | 0.00                       | 929.92           | 1,351.00                  | 1,351.00                 | 421.08                     | 68 %           |
| 682 SUPPLIES- TECHNOLOGY             | 0.00                       | 31.54            | 200.00                    | 200.00                   | 168.46                     | 15 %           |
| 780 MAJOR TECHNOLOGY HARDWARE        | 0.00                       | 0.00             | 2,576.00                  | 2,576.00                 | 2,576.00                   | 0 %            |
| <b>Function Total:</b>               | <b>0.00</b>                | <b>961.46</b>    | <b>5,127.00</b>           | <b>5,127.00</b>          | <b>4,165.54</b>            | <b>18 %</b>    |
| 2300 GENERAL ADMINISTRATION          |                            |                  |                           |                          |                            |                |
| 530 COMMUNICATIONS- INTERNET SERVICE | 180.96                     | 866.20           | 2,606.00                  | 2,606.00                 | 1,739.80                   | 33 %           |
| 680 COMPUTER SOFTWARE                | 0.00                       | 1,188.00         | 0.00                      | 0.00                     | -1,188.00                  | *** %          |
| <b>Function Total:</b>               | <b>180.96</b>              | <b>2,054.20</b>  | <b>2,606.00</b>           | <b>2,606.00</b>          | <b>551.80</b>              | <b>78 %</b>    |
| 2580 TECHNOLOGY COORDINATOR          |                            |                  |                           |                          |                            |                |
| 112 CERTIFIED SALARIES               | 1,103.13                   | 7,721.92         | 13,238.00                 | 13,238.00                | 5,516.08                   | 58 %           |
| 250 WORKERS' COMPENSATION            | -7.33                      | 25.91            | 66.00                     | 66.00                    | 40.09                      | 39 %           |
| 260 HEALTH INS                       | 116.80                     | 832.60           | 1,464.00                  | 1,464.00                 | 631.40                     | 56 %           |
| <b>Function Total:</b>               | <b>1,212.60</b>            | <b>8,580.43</b>  | <b>14,768.00</b>          | <b>14,768.00</b>         | <b>6,187.57</b>            | <b>58 %</b>    |
| <b>Program Total:</b>                | <b>1,393.56</b>            | <b>11,596.09</b> | <b>22,501.00</b>          | <b>22,501.00</b>         | <b>10,904.91</b>           | <b>51 %</b>    |
| <b>Program Group Total:</b>          | <b>1,393.56</b>            | <b>11,596.09</b> | <b>22,501.00</b>          | <b>22,501.00</b>         | <b>10,904.91</b>           | <b>51 %</b>    |
| <b>Fund Total:</b>                   | <b>1,393.56</b>            | <b>11,596.09</b> | <b>22,501.00</b>          | <b>22,501.00</b>         | <b>10,904.91</b>           | <b>51 %</b>    |

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GALLATIN GATEWAY ELEMENTARY  
 Statement of Expenditure - Budget vs. Actual Report  
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129 FLEXIBILITY FUND

| Program-Function-Object     | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-----------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY              |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY              |                            |                  |                           |                          |                            |                |
| 1000 INSTRUCTION            |                            |                  |                           |                          |                            |                |
| 610 SUPPLIES                | 0.00                       | 0.00             | 4,000.00                  | 4,000.00                 | 4,000.00                   | 0 %            |
| 660 MINOR EQUIPMENT         | 0.00                       | 0.00             | 4,000.00                  | 4,000.00                 | 4,000.00                   | 0 %            |
| <b>Function Total:</b>      | <b>0.00</b>                | <b>0.00</b>      | <b>8,000.00</b>           | <b>8,000.00</b>          | <b>8,000.00</b>            | <b>0 %</b>     |
| 2400 SCHOOL ADMINISTRATION  |                            |                  |                           |                          |                            |                |
| 680 COMPUTER SOFTWARE       | 0.00                       | 0.00             | 2,966.00                  | 2,966.00                 | 2,966.00                   | 0 %            |
| <b>Function Total:</b>      | <b>0.00</b>                | <b>0.00</b>      | <b>2,966.00</b>           | <b>2,966.00</b>          | <b>2,966.00</b>            | <b>0 %</b>     |
| <b>Program Total:</b>       | <b>0.00</b>                | <b>0.00</b>      | <b>10,966.00</b>          | <b>10,966.00</b>         | <b>10,966.00</b>           | <b>0 %</b>     |
| <b>Program Group Total:</b> | <b>0.00</b>                | <b>0.00</b>      | <b>10,966.00</b>          | <b>10,966.00</b>         | <b>10,966.00</b>           | <b>0 %</b>     |
| <b>Fund Total:</b>          | <b>0.00</b>                | <b>0.00</b>      | <b>10,966.00</b>          | <b>10,966.00</b>         | <b>10,966.00</b>           | <b>0 %</b>     |



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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
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150 DEBT SERVICE

| Program-Function-Object       | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY                |                            |                  |                           |                          |                            |                |
| 100 ELEMENTARY                |                            |                  |                           |                          |                            |                |
| 5100 DEBT SERVICE             |                            |                  |                           |                          |                            |                |
| 840 PRINCIPAL ON DEBT         | 0.00                       | 0.00             | 105,000.00                | 105,000.00               | 105,000.00                 | 0 %            |
| 850 INTEREST ON DEBT          | 0.00                       | 5,482.50         | 10,965.00                 | 10,965.00                | 5,482.50                   | 50 %           |
| 860 AGENT FEES/ISSUANCE COSTS | 0.00                       | 350.00           | 350.00                    | 350.00                   | 0.00                       | 100 %          |
| <b>Function Total:</b>        | <b>0.00</b>                | <b>5,832.50</b>  | <b>116,315.00</b>         | <b>116,315.00</b>        | <b>110,482.50</b>          | <b>5 %</b>     |
| <b>Program Total:</b>         | <b>0.00</b>                | <b>5,832.50</b>  | <b>116,315.00</b>         | <b>116,315.00</b>        | <b>110,482.50</b>          | <b>5 %</b>     |
| <b>Program Group Total:</b>   | <b>0.00</b>                | <b>5,832.50</b>  | <b>116,315.00</b>         | <b>116,315.00</b>        | <b>110,482.50</b>          | <b>5 %</b>     |
| <b>Fund Total:</b>            | <b>0.00</b>                | <b>5,832.50</b>  | <b>116,315.00</b>         | <b>116,315.00</b>        | <b>110,482.50</b>          | <b>5 %</b>     |

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
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161 BUILDING RESERVE

| Program-Function-Object   | Committed<br>Current Month | Committed<br>YTD    | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---|----------------------------|---------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 ELEMENTARY  |                            |                     |                           |                          |                            |                |
| 100 ELEMENTARY  |                            |                     |                           |                          |                            |                |
| 2600 OPERATIONS & MAINTENANCE                                     |                            |                     |                           |                          |                            |                |
| 330 OTHER PROFESSIONAL SERVICES                                   | 0.00                       | 0.00                | 10,000.00                 | 10,000.00                | 10,000.00                  | 0 %            |
| 440 REPAIR AND MAINTENANCE SERVICE                                | 0.00                       | 0.00                | 58,208.00                 | 58,208.00                | 58,208.00                  | 0 %            |
| 440-906 REPAIR AND MAINTENANCE SERVICE<br>BUILDING RESERVE- VOTED | 0.00                       | 7,925.00            | 0.00                      | 0.00                     | -7,925.00                  | *** %          |
| 660 MINOR EQUIPMENT   | 0.00                       | 0.00                | 20,139.00                 | 20,139.00                | 20,139.00                  | 0 %            |
| 780 MAJOR TECHNOLOGY HARDWARE                                     | 0.00                       | 0.00                | 72,000.00                 | 72,000.00                | 72,000.00                  | 0 %            |
| <b>Function Total:</b>  | <b>0.00</b>                | <b>7,925.00</b>     | <b>160,347.00</b>         | <b>160,347.00</b>        | <b>152,422.00</b>          | <b>4 %</b>     |
| <b>Program Total:</b>   | <b>0.00</b>                | <b>7,925.00</b>     | <b>160,347.00</b>         | <b>160,347.00</b>        | <b>152,422.00</b>          | <b>4 %</b>     |
| <b>Program Group Total:</b>                                       | <b>0.00</b>                | <b>7,925.00</b>     | <b>160,347.00</b>         | <b>160,347.00</b>        | <b>152,422.00</b>          | <b>4 %</b>     |
| <b>Fund Total:</b>  | <b>0.00</b>                | <b>7,925.00</b>     | <b>160,347.00</b>         | <b>160,347.00</b>        | <b>152,422.00</b>          | <b>4 %</b>     |
| <b>Grand Total:</b>   | <b>115,365.36</b>          | <b>1,054,106.92</b> | <b>1,920,434.00</b>       | <b>1,920,434.00</b>      | <b>866,327.08</b>          | <b>54 %</b>    |



## **GALLATIN GATEWAY SCHOOL**

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

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

**DATE:** February 25, 2019

**RE:** Cash Reconciliation as of December 31, 2018

### County Treasurer Cash vs Book Cash *AS OF December 31, 2018*

| <u>Fund Name:</u>    | <u>Fund #:</u> | <u>County<br/>Treasurer<br/>Cash:</u> | <u>Book<br/>Cash</u> | <u>Difference:</u> |
|----------------------|----------------|---------------------------------------|----------------------|--------------------|
| General              | 101            | \$234,895.20                          | \$234,895.20         | \$0.00             |
| Transportation       | 110            | \$22,167.69                           | \$22,087.69          | \$80.00 ***        |
| Bus Depreciation     | 111            | \$77,298.42                           | \$77,298.42          | \$0.00             |
| Food                 | 112            | \$3,203.86                            | \$1,290.66           | \$1,913.20 ***     |
| Tuition              | 113            | \$880.68                              | \$880.68             | \$0.00             |
| Retirement           | 114            | \$95,313.10                           | \$95,313.10          | \$0.00             |
| Miscellaneous        | 115            | \$49,249.37                           | \$37,607.70          | \$11,641.67 ***    |
| Adult Education      | 117            | \$16,710.81                           | \$16,710.81          | \$0.00             |
| Compensated Absences | 121            | \$10,155.21                           | \$10,155.21          | \$0.00             |
| Technology           | 128            | \$7,262.59                            | \$7,262.59           | \$0.00             |
| Flexibility          | 129            | \$10,988.88                           | \$10,988.88          | \$0.00             |
| Debt Service         | 150            | \$61,998.94                           | \$61,998.94          | \$0.00             |
| Building             | 160            | \$2,091.27                            | \$2,091.27           | \$0.00             |
| Building Reserve     | 161            | \$125,287.12                          | \$125,287.12         | \$0.00             |
| Endowment            | 181            | \$1,475.54                            | \$1,475.54           | \$0.00             |
| Payroll Clearing     | 186            | \$722.29                              | \$722.32 *           | -\$0.03 **         |
| Claims Clearing      | 187            | \$6,601.63                            | \$6,601.63 *         | \$0.00             |
| <br>Total            |                | <br>\$726,302.60                      | <br>\$712,667.76     | <br>\$13,634.84    |

\* Equals Outstanding Warrants.

\*\*rounding error with TRS- correction will show in Feb 2019 reports

\*\*\*duplicate deposit entered at county level- receipt #142291

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

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

Gallatin Gateway  
 35  
 0364  
 December-18

|                     |          |
|---------------------|----------|
| Treasurer's Balance | 37607.70 |
| Fund 15 Balance     | 37607.70 |
| Difference          | 0.00     |

| Project Reporter | Title of Program (enter here)        | Beginning Cash     | Total Receipts      | Total Disbursements | Ending Cash Balance | Reconciliation | Notes RE reconciliation:                     |
|------------------|--------------------------------------|--------------------|---------------------|---------------------|---------------------|----------------|--|
| 100              | PD Scholarship                       | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 101              | Fuel it Up 60 Equipment Grant        | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 102              | Donation- Christmas Giving           | \$64.23            | \$ -                | 0.00                | 64.23               |                |  |
| 103              | Breakfast Expansion- YC              | \$273.83           | \$ -                | 0.00                | 273.83              |                |  |
| 104              | Breakfast Expansion- No Kid Hungry   | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 105              | 1st Grade Blessing Bags              | \$8.26             | \$ 155.59           | 0.00                | 163.85              |                |  |
| 107              | Missoula Children's Theater          | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 110              | Medicaid- MAC Reimbursement          | \$10,169.88        | \$ 1,270.28         | 200.00              | 11,240.16           |                |  |
| 112              | Snack Cart                           | \$3,060.16         | \$ -                | 0.00                | 3,060.16            |                |  |
| 115              | Exxon Mobile Grant                   | \$1,000.00         | \$ -                | 0.00                | 1,000.00            |                |  |
| 116              | Salesville Merchantile- School Store | \$583.67           | \$ -                | 0.00                | 583.67              |                |  |
| 130              | Textbook Donations                   | \$603.55           | \$ -                | 0.00                | 603.55              |                |  |
| 137              | Art                                  | \$3,660.13         | \$ -                | 873.30              | 2,786.83            |                |  |
| 144              | Gym Renovation                       | \$250.00           | \$ -                | 0.00                | 250.00              |                |  |
| 145              | Miscellaneous                        | \$5,251.50         | \$ 87.70            | 156.35              | 5,182.85            |                |  |
| 147              | Archery                              | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 148              | Green House                          | \$215.13           | \$ -                | 0.00                | 215.13              |                |  |
| 149              | Facility Rental                      | \$180.00           | \$ -                | 0.00                | 180.00              |                |  |
| 151              | PIE                                  | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 152              | Madeline Grant                       | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 153              | One Class at a Time- HOLT            | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 155              | Asthma Grant                         | \$367.23           | \$ -                | 0.00                | 367.23              |                |  |
| 156              | One Class at a Time- MATTHEWS        | \$24.00            | \$ -                | 0.00                | 24.00               |                |  |
| 157              | One Class at a Time- RUBIO           | \$11.86            | \$ -                | 0.00                | 11.86               |                |  |
| 158              | One Class at a Time- KROB            | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 159              | One Class at a Time- Alix DAVIS      | \$0.00             | \$ 450.00           | 249.91              | 200.09              |                |  |
| 160              | Library                              | \$4,382.66         | \$ -                | 0.00                | 4,382.66            |                |  |
| 162              | FSA Excess Funds                     | \$13,728.63        | \$ 10,973.67        | 2,589.47            | 22,112.83           |                |  |
| 165              | Mentor Program                       | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 166              | Primary Care Clinic- Nurse           | \$270.85           | \$ -                | 97.81               | 173.04              |                |  |
| 167              | Math/Science Donation                | \$1,000.00         | \$ -                | 0.00                | 1,000.00            |                |  |
| 168              | Kindergarten Donation                | \$50.00            | \$ -                | 0.00                | 50.00               |                |  |
| 169              | Pcard Rebate                         | \$2,373.24         | \$ -                | 0.00                | 2,373.24            |                |  |
| 170              | Technology Donations                 | \$206.47           | \$ -                | 0.00                | 206.47              |                |  |
| 171              | MEEA- Grant- Davis                   | \$89.45            | \$ -                | 0.00                | 89.45               |                |  |
| 172              | Madeline Mueller- School Culture     | \$1,459.67         | \$ -                | 0.00                | 1,459.67            |                |  |
| 193              | Music                                | -\$1,020.44        | \$ -                | 0.00                | -1,020.44           |                |  |
| 194              | Music-Band                           | \$4,534.03         | \$ -                | 0.00                | 4,534.03            |                |  |
| 195              | Book Fair                            | \$157.90           | \$ -                | 0.00                | 157.90              |                |  |
| 200              | STREAM Math Grant- yager             | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 201              | Counseling Donations                 | \$0.00             | \$ 600.00           | 0.00                | 600.00              |                |  |
| 202              | LATER GATORS- afterschool program    | \$16,800.33        | \$ 530.00           | 2,003.44            | 15,326.89           |                |  |
| 212              | OPI Kitchen                          | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 329              | State Grant                          | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 412              | TitleVI, REAP                        | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 413              | REAP (FY17)                          | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 420              | Title I, Part A                      | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 421              | Title I (FY17)                       | \$558.24           | \$ -                | 0.00                | 558.24              |                |  |
| 422              | REAP (FY16)                          | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 423              | Title I (FY18)                       | \$2.27             | \$ -                | 2,325.54            | -2,323.27           | 2,323.27       | incorrect project code<br>new total = \$2.27 |
| 424              | REAP (FY18)                          | \$766.29           | \$ -                | 673.40              | 92.89               |                |  |
| 425              | Title I (FY19)                       | -\$3,808.37        | \$ -                | 0.00                | -3,808.37           | -2,323.27      | <b>Total: -\$6131.64</b>                     |
| 426              | REAP (FY19)                          | -\$677.39          | \$ -                | 4,499.00            | -5,176.39           |                |  |
| 456              | CoOp Excess Funds                    | \$0.00             | \$ -                | 0.00                | 0.00                |                |  |
| 465              | Smarter Lunchroom Grant              | \$500.00           | \$ -                | 0.00                | 500.00              |                |  |
| 650              | Adult Education                      | \$508.43           | \$ -                | 0.00                | 508.43              |                |  |
| 710              | Field Trips                          | -\$25,850.76       | \$ -                | 4,505.29            | -30,356.05          |                |  |
| 711              | DC Field Trip                        | -\$40.96           | \$ -                | 0.00                | -40.96              |                |  |
| <b>TOTALS</b>    |                                      | <b>\$41,713.97</b> | <b>\$ 14,067.24</b> | <b>18,173.51</b>    | <b>37,607.70</b>    |                | <b>37,607.70</b>                             |

# 2018-2019 Extra-Curricular Recap & Reconciliation

|                 | Balance<br>July 1, 2018 | Revenues           | Expenditures    | Balance<br>Before Transfers | Transfers<br>In(Out) | Current Cash<br>Balance | Non-Cash<br>Balance | Total Account<br>Balance |
|-----------------|-------------------------|--------------------|-----------------|-----------------------------|----------------------|-------------------------|---------------------|--------------------------|
| Class of 2016   | \$0.00                  | \$0.00             | \$0.00          | \$0.00                      | \$0.00               | \$0.00                  | \$0.00              | \$0.00                   |
| Class of 2017   | \$2,500.00              | \$0.00             | \$0.00          | \$2,500.00                  | \$0.00               | \$2,500.00              | \$0.00              | \$2,500.00               |
| Class of 2018   | \$16,838.63             | \$12,802.08        | \$734.42        | \$28,906.29                 | \$0.00               | \$28,906.29             | \$0.00              | \$28,906.29              |
| Class of 2019   | \$703.10                | \$2,088.97         | \$0.00          | \$2,792.07                  | \$0.00               | \$2,792.07              | \$0.00              | \$2,792.07               |
| Class of 2020   | \$2,640.08              | \$0.00             | \$0.00          | \$2,640.08                  | \$0.00               | \$2,640.08              | \$0.00              | \$2,640.08               |
| Class of 2021   | \$32.71                 | \$1,000.00         | \$0.00          | \$1,032.71                  | \$0.00               | \$1,032.71              | \$0.00              | \$1,032.71               |
| Class of 2022   | \$0.00                  | \$0.00             | \$0.00          | \$0.00                      | \$0.00               | \$0.00                  | \$0.00              | \$0.00                   |
| Miscellaneous   | -\$38.25                | \$0.00             | \$0.00          | -\$38.25                    | \$0.00               | (\$38.25)               | \$0.00              | (\$38.25)                |
| Student Council | \$317.54                | \$0.00             | \$0.00          | \$317.54                    | \$0.00               | \$317.54                | \$0.00              | \$317.54                 |
|                 | <b>\$22,993.81</b>      | <b>\$15,891.05</b> | <b>\$734.42</b> | <b>\$38,150.44</b>          | <b>\$0.00</b>        | <b>\$38,150.44</b>      | <b>\$0.00</b>       | <b>\$38,150.44</b>       |

Balance as of:  
February 28, 2019

  
DISTRICT CLERK CARRIE FISHER

**March/April - as of March 11, 2019**  
**Certified/Classified Substitute Recommendations:**

---

**Bus Driver**

Maxine Daniel  
Gary Jones

**Kitchen/Food Service**

Stacy Webb (Roscoe)  
Connie Evenson  
Jeff Krogstad

**Teachers/Aides/Other**

Nickole Achziger  
Shelly Berezay  
Dayna Bergin  
April Bettilyon  
Tina Colstad  
Cynthia Corliss  
Kate Cottingham  
Carrie Croskey  
Connie Evenson  
Jason Fischer  
Kevin Germann  
Jennifer Gilbert  
Kayleigh Griffith  
Amanda Herrera  
Wendy Hourigan  
Skyla Jenkins  
Kris Keller  
Spencer Kirkemo

Jeff Krogstad  
Miranda Leutz  
Bethany Macquarrie  
Mary Thurber-Martin  
Heidi Maus  
Hannah Mayer  
Darcy Nordhagen  
Brad Parsch  
Teresa Ann Quatraro  
Robin Schauers  
Travis W. Silver  
Mariela Spinner  
Nicorie Steinpfad  
Haley Stevens  
Barry Sulam  
Alicia Watts

**Office/Clerical**

Connie Evenson

*\*All substitute hires are pending an adequate fingerprint background check.*

# REQUEST FOR CREDIT APPROVAL SALARY STEP-UP

Give form to: Principal/Superintendent \_\_\_\_\_ Date of Request: 3-1-19  
Teacher: Jamie Hetherington Mark (X) Quarter/Semester Hour level desired:  
Signature: [Signature] BA+15/10 \_\_\_\_\_ BA+60/40 X  
BA+30/20 \_\_\_\_\_ MA \_\_\_\_\_  
BA+45/30 \_\_\_\_\_ MA+15/10 \_\_\_\_\_

Teaching and/or Endorsed Area(s): English, Elementary Education, Library  
According to Master Agreement, Article 22, "Payment will be made for approved credits. These credits shall be in areas that develop general background information and/or teaching skills. A professional development committee must first approve all credits. The professional development committee will consist of the Administration and two teachers chosen by the Association. The committee will use the consensus approach. If consensus cannot be reached, the committee members will make recommendations to the Board who will have final decision. A teacher who completes an approved course of college training by September shall receive the appropriate salary increment that school year; provided however, such teacher has notified the Administration in writing of his/her intent to gain credits before the first of April (April 1) preceding the school year in which the planned increment will become effective. Each teacher shall file an official transcript of said credits with the Administration no later than December 31. Appropriate salary increment shall be received as soon as an official transcript is provided to the principal and shall be retroactive to the beginning of that school year."

**NOTE:** Failure to get prior approval results in no salary advancement approval for the course(s). Official transcripts due Dec. 31 of contract year to verify all credits before any salary adjustments can be made.

Please list ALL courses for approval for salary step-up.

College or University: Montana State University - Bozeman  
School Year/Term: \_\_\_\_\_ Credits \_\_\_\_\_ Rubric#/Course Title \_\_\_\_\_  
School Year/Term: \_\_\_\_\_ Credits \_\_\_\_\_ Rubric#/Course Title \_\_\_\_\_  
School Year/Term: \_\_\_\_\_ Credits \_\_\_\_\_ Rubric#/Course Title \_\_\_\_\_  
School Year/Term: \_\_\_\_\_ Credits \_\_\_\_\_ Rubric#/Course Title \_\_\_\_\_  
(attach complete program if needed)

3 attached

Approved or Disapproved

Explanation: \_\_\_\_\_

The courses were discussed regarding how each will enhance both instruction at GGS and the teacher's professional advancement. My signature constitutes approval.

[Signature] \_\_\_\_\_ Date 3/6/19 Board Minutes Date \_\_\_\_\_  
Principal/Superintendent

Initials of two committee teachers: 1) \_\_\_\_\_ 2) \_\_\_\_\_ Date \_\_\_\_\_

**Jamie Hetherington**  
**2018-2019 Graduate Credits**

Montana State University Bozeman  
Master of Education: Curriculum and Instruction, Library-Media Endorsement

Fall 2018 / 3 credits / Info in School Library Media Center  
Fall 2018 / 3 credits / Info Inquiry & Ed Change  
Fall 2018 / 1 credit / BPE Internship - Library Media  
Spring 2019 / 3 credits / Info Resources & Services  
Spring 2019 / 3 credits / Appl Lit for Child & Young Adults  
Spring 2019 / 1 credit / BPE Internship - Library Media  
Summer 2019 / 3 credits / School Library Media Specialist  
Summer 2019 / 3 credits / Management of Information and Resources  
Summer 2019 / 3 credits / Contemporary Issues in Education  
Summer 2019 / 3 credits / Applied Educational Research  
Summer 2019 / 1 credit / BPE Internship - Library Media

Total additional credits: 27



## March 2019 Superintendent's Report:

### Estimated Enrollment Summary as of 3/1/2019

| <b>Grade</b> | <b>Total</b> | <b>Boys</b> | <b>Girls</b> | <b>Out of District</b> |
|--------------|--------------|-------------|--------------|------------------------|
| <b>K</b>     | 9            | 5           | 4            | 6                      |
| <b>1</b>     | 20           | 11          | 9            | 5                      |
| <b>2</b>     | 18           | 9           | 9            | 5                      |
| <b>3</b>     | 15           | 9           | 6            | 3                      |
| <b>4</b>     | 21           | 12          | 9            | 5                      |
| <b>5</b>     | 20           | 10          | 10           | 4                      |
| <b>6</b>     | 26           | 13          | 13           | 7                      |
| <b>7</b>     | 23           | 11          | 12           | 6                      |
| <b>8</b>     | 9            | 5           | 4            | 1                      |
| <b>Total</b> | <b>161</b>   | <b>85</b>   | <b>76</b>    | <b>42</b>              |

### The District's Core Values:

**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.

### Progress on 2018-2019 Gallatin Gateway School District Goals

#### **I. Individual Student Success:**

- a. Goal I.1.B – Lucy Calkins & Bridges Math – Mr. Coon has ordered samples of materials for middle school mathematics that align with the Bridges Math program. We have yet to receive those materials and would like to review them prior to making a final recommendation.

**II. Staff and Volunteers:**

a.

**III. Facilities:**

a. Goal III.2.B – Campus Improvements – I am including an updated copy of the 2018-2019 Campus Repairs List for your information.

**IV. Leadership, Communication and Collaboration:**

a. Goal IV.1.C – Superintendent Newsletter – I will send out the March newsletter over spring break.

**V. Safety:**

a. Goal V.1.B – Campus Safety – I have attached an inspection report from Payne West Insurance representative Kevin Smith. The report was discussed during the March 6 Safety Committee Meeting, as well as, added to the Campus Repairs List.

b. Goal V.2.A – Sheriff's Department Training – On Tuesday, March 5, the Gallatin County Sherriff's Department conducted an Internet Safety class for our students in grades 5-8. They also conducted an evening class for parents that was attended by approximately 10 individuals. I greatly appreciate their time and effort in bringing this awareness to our students and community.

**Additional Information:**

- Ski Day was held on March 7 and was a success. I greatly appreciate the volunteer efforts of our 13 parent chaperones, as well as, staff members in attendance. They helped to make the day a positive experience for our students. Unfortunately, we did have one student who suffered an injury on the ski hill which required medical attention.

**Upcoming Events:**

- March 13 – Regular Board Meeting @ 6:00
- March 18 – 22 – Spring Break/No School

**2018-2019 Gallatin Gateway School Campus Repairs List**

*Goal # 2. B*

| <u>Inside/Outside</u> | <u>Date Added</u> | <u>Description of Repair Item</u>   | <u>Actions Steps</u>   | <u>Date Completed</u>  |
|-----------------------|-------------------|---|--|--|
| Outside               | 10/19/2018        | Railing outside of the main gym entrance is rusted out at the base and needs repair to properly attach.   | - Contacted Rich at Big Sky Metal Art for estimate.  |  |
| Outside               | 09/12/2018        | Replace the condenser on the external walk-in freezer along with other maintenance outlined by the Core Controls Report   | - The School Board approved the use of building reserve funds for the project on 10/24/2018.<br>- As per an email from Kevin Dineen on 11/9/2018, parts have been ordered and we are still waiting to schedule a service date. | - Parts arrived at the school on November 14.<br>- November 16 |
| Outside               | 10/19/2018        | The gutters outside the main office building are full and need to be cleaned out. Additionally, there is a need for a gutter company to inspect the seams of the gutters and downspouts. This also includes downspout extensions. | - Travis cleaned out the gutters on September 27.<br>- Carissa has been in contact with Raintree Gutters, who will be out during the week of January 14 to look at the current gutters.  | - Gutter Cleaning (Sep 27)<br>-                                |
| Outside               | 10/19/2018        | The access gate to the fire escape of the 1914 building needs to be replaced.   | - Contacted Rich at Big Sky Metal Art for estimate.  |  |
| Outside               | 10/19/2018        | The fence by the playground needs repair and/or replacement in various areas.   | - Wayne Thiem has been contacted to look at the  |  |

|         |            |  |  |  |
|---------|------------|--|--|--|
|         |            |  | fence and is working it into his schedule.   |  |
| Outside | 10/19/2018 | The light pole near the basketball court is missing a cover on the access panel.           | - Northwestern Energy was contacted about the matter and have replaced the missing cover.  | - September 24                               |
| Outside | 10/19/2018 | Get rid of concrete planter outside the board room.  |  | - Removed in November                        |
| Outside | 10/19/2018 | Replace the letters in front of the school. Replace the plastic letters with metal ones.   | - Contacted Rich at Big Sky Metal Art for estimate.  |  |
| Outside | 10/19/2018 | Reattach the hand railing in the emergency exit near the green house.                      | - Contacted Chris Sinness to reattach along with some other projects.  | - October 25                                 |
| Outside | 10/19/2018 | Check ownership of the perimeter fence. This is needed for future maintenance.             |  |  |
| Outside | 10/19/2018 | Check the dry wells that drain rainwater and have them cleaned out.                        | - Contacted Clint Smith with Stahly Engineering to discuss the matter. Working on the matter and hoping to coordinate other potential service in the area. |  |
| Outside | 10/19/2018 | Replace the railings in the emergency access area leading to the east side emergency exit. |  |  |
| Outside | 2/21/2019  | Replace the basketball nets on the outside court with nylon nets                           |  |  |
| Inside  | 10/24/2018 | The exit door near the busses is coming loose and needs additional screws in the hinges.   | - Contacted Bridger Glass and Window on 11/7.<br>- John from Bridger Glass and Window came to  | - Bridger Glass fixed the door on December 4 |

|        |            |   |   |   |
|--------|------------|---|---|---|
|        |            |   | the school on 11/8 to examine the door.   |   |
| Inside | 10/24/2018 | Address repairs needed to the boot barn area.   |   | - Steve Fisher was out on 1/13 to fix several of the broken and/or missing pegs |
| Inside | 10/24/2018 | HVAC issues in the new part of the building. Classrooms on the north side of the building can get very cold, while classrooms on the south side of the building can get very hot. | - Core Controls has been contacted about the matter. They did make some adjustments to METASIS (online system). |   |
| Inside | 10/24/2018 | The backsplash in the girls bathroom (across from main office) is starting to come loose and needs repair.  | - Chris Sinness has been contacted and will be out over winter break to address several issues.                 | - December 27   |
| Inside | 10/24/2018 | Continue with replacing existing fluorescent light bulbs with more energy efficient LED lights. These areas include: locker rooms, tech lab, library, and superintendent's office |   |   |
| Inside | 10/24/2018 | The floor drains in both the boy's and girl's bathrooms (near the cafeteria) do not work and are completely blocked. May require total drain replacement.                         | - Carissa and her father examined the drains on 12/10/2018. They have been in contact                           |   |
| Inside | 10/24/2018 | The art cabinet doors in the cafeteria need to be replaced.   | - Chris Sinness has been contacted and will be out over winter break to address several issues.                 | - December 28   |
| Inside | 12/20/2018 | There are several mats in the gymnasium that need to be reattached to the wall. Either they are missing screws, or the screws are coming out of the wall.                         | - Chris Sinness has been contacted and will be out over winter break to address several issues.                 | - December 28<br>All mats have been rehung                                      |

|        |            |   |  |   |
|--------|------------|---|--|---|
| Inside | 10/24/2018 | The bleachers in the gymnasium need to be replaced. This may also present an opportunity to renovate the back hallway near the gym to increase storage.                                 | <ul style="list-style-type: none"> <li>- Contacted Tutt Construction (406) 656-4685 to provide an estimate.</li> <li>- Tutt Construction has not come as of 11/8.</li> <li>- Russ Olsen of R&amp;R Taylor will work with the school to draw up a plan with an architect. Then use the plan to get bids.</li> </ul> |   |
| Inside | 10/24/2018 | Replace the blinds in the SPED classroom. This will also have to include removing the existing bars on the windows.   | <ul style="list-style-type: none"> <li>- The blinds for the project have been purchased and are located in the basement.</li> </ul>  | <ul style="list-style-type: none"> <li>- Replaced on December 24</li> </ul>                             |
| Inside | 10/24/2018 | The Art Room is in need of a total renovation. This may include: new carpet, removing the non-loadbearing wall, work on the walls, lighting, windows, and other classroom organization. |  |   |
| Inside | 10/29/2018 | One of the stabilizer arms on the west basketball hoop broke during practice. The arm will need to be replaced.   | <ul style="list-style-type: none"> <li>- R&amp;R Taylor was called on 10/30. They will be sending someone over the morning of 10/31 to examine.</li> <li>- Russ Olsen picked up broken stabilizer arm on 11/6 and would return with necessary parts for repairs.</li> </ul>  | <ul style="list-style-type: none"> <li>- Russ Olsen fixed the broken stabilizer arm on 11/7.</li> </ul> |
| Inside | 11/6/2018  | The lights outside the cafeteria door are not operating. Adjustments have been made to external light timers, but the lights above kitchen door are not working.                        | <ul style="list-style-type: none"> <li>- Bill Gossett contacted on 11/6 and came to the school on 11/7.</li> </ul>   | <ul style="list-style-type: none"> <li>- Bill Gossett installed a new light on 11/26</li> </ul>         |

|        |            |  |  |   |
|--------|------------|--|--|---|
|        |            |  | - A new light fixture has been ordered   |   |
| Inside | 11/13/2018 | There is a piece of paper in the heater fan in the 3 <sup>rd</sup> grade classroom. This causes a noise that is distracting.   | - Core Controls has been contacted to address the issue  | - November 16   |
| Inside | 11/15/2018 | The heat in the new addition is not working properly. Many of the classrooms have temperatures below 65 degrees.   | - Core Controls has been contacted and will be here on 11/16.<br>- Core Controls came on 11/16 and found one of the capacitors on pump #1 to be burned out. The second circulating unit was primed and is fully operational. | - Heat was returned to building on 11/16<br>- Capacitor was ordered on 11/16<br>- Capacitor was replaced on 12/18 |
| Inside | 11/27/2018 | There are some floor tiles coming loose in the hallway between the 8 <sup>th</sup> grade and 5 <sup>th</sup> grade classrooms.   | - Tom's Flooring was contacted and will be here on 11/30 to address the issue.   | - November 30   |
| Inside | 11/30/2018 | When Tom's Flooring was here on 11/30 to replace some broken floor tiles, it was noted that all of the tiles on the floor are broken and will need to be replaced. Upon inspection, it was clear that all of the floor tiles are broken. | - Tom's Flooring was at the school on 12/5 to take measurements and prepare a bid.   | -   |
| Inside | 12/10/2018 | The boiler inspection was clear and all four of our boilers passed the inspection. It was noted that the temperature control device for the right hand basement boiler was working, but would likely need replacement.                   | -  | -   |
| Inside | 12/20/2018 | There are several holes in the drywall underneath the water fountain near the gym.   | - Chris Sinness has been contacted and will address the matter over winter break   | - December 28 Covered with sheet metal for durability   |

|        |            |  |  |  |
|--------|------------|--|--|--|
| Inside | 12/16/2018 | The fire suppression materials in the kitchen hood system is outdated and needs updating.                                  | - Fire Suppression Systems was here on 12/26 to conduct their annual inspection of our fire alarm system and extinguishers. They will also submit a bid for the cost of the materials in the kitchen hood. | - I visited with Payne West Insurance and was told that we would not risk losing a claim if the matter was not addressed |
| Inside | 1/15/2019  | The fill valve in boy's locker room toilet is faulty and continually runs. This caused the bathroom to be flooded on 1/15. | - Campbell's Plumbing was called on 1/16 and are planning on addressing the issue on 1/21.   | - Fixed on Jan 21  |
| Inside | 2/4/2019   | The weather stripping in the cafeteria doors has been damaged by mice and needs to be replaced.                            | - Bridger Glass and Door was out on 2/11 to look at the issue and provide an estimate  | -  |
| Inside | 2/21/2019  | Install an eye wash station in the kitchen   | -  | -  |
| Inside | 2/21/2019  | Replace curtains in K-2 and learning lab with fire retardant materials   | -  | -  |
|        |            |  | -  | -  |





Travis Anderson <anderson@gallatingatewayschool.com>

**2019 Gallatin Gateway inspection report**

1 message

*Grade V. I. B*

Kevin Smith <kjsmith@paynewest.com>

Thu, Feb 21, 2019 at 8:35 AM

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

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



Dear Mr. Anderson:

On behalf of the Payne West Insurance Montana Schools Program, I want to thank you for taking time to visit with me during the inspection process. We are certainly impressed with your outstanding facilities and your sincere welcome. We also appreciate and enjoyed the tour of your facilities. As requested, I have also attached all safety information.

As a follow-up to our visit, I have attached a copy of the inspection report(s) for your District. Additionally, I am forwarding to you a notice of the website we prepared for our members to help them comply with the Department of Labor inspections that are taking place throughout Montana. We feel this resource is a valuable tool for our members. Should you have any questions regarding its content, notify us at your convenience.

Please be sure and contact either Brodie Loushin (406-533-1038) or Kevin Smith (406-457-4547) in the event you have any loss control and/or risk management inquiries relative to either the website or any other information discussed during our recent visit. Again, our MSPLIP program is ready to assist all your district's needs, and thank you for your continuous support.

All our best – The MSPLIP Staff.

## Safety Compliance Website by PayneWest Insurance

As you may know, the State of Montana Department of Labor “DOL” has recently increased their inspection of Montana schools. We created a webpage containing tools that can be immediately implemented to help our client schools address a wide range of topics. These tools will help our clients implement and maintain a safe and compliant educational environment. The topics also serve to address many of the exceptions that have been noted in recent DOL audits.

**Click below to access the password protected webpage:**  
**[www.PayneWest.com/Montana-Schools/](http://www.PayneWest.com/Montana-Schools/)**

**Password: [pwimtschools](#)**

### PayneWest Insurance

1108 Livingston Ave.  
Helena, MT 59601

#### Kevin Smith

*School Pool Risk Control Specialist, MT Schools Property & Liability  
Ins. Plan*

[kjsmith@paynewest.com](mailto:kjsmith@paynewest.com)  
(406) 457-4547

9 attachments



image005.png  
18K



# School Inspection Report

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Presented to  
Gallatin Gateway Elementary  
Mr. Travis Anderson, District Supt.

**February 13<sup>th</sup>  
2019**

Kevin Smith

*Loss Control  
Specialist*



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

Dear Mr. Anderson:

Payne West and the MSPLIP school insurance program would like to thank you for consenting to an inspection of your school's facilities. Our goal is to provide the district with a current loss control assessment. The following recommendations are made in an effort to minimize potential accidents and school liability. We hope you find this information useful and we recommend it be shared with other school officials and the board of trustees.

For your convenience, I have provided photos and a short summary of all recommendations attached within this correspondence. All actions performed by the district to minimize risk are certainly encouraged and appreciated.

#### **Recommendation One**

Fire extinguishers must be inspected annually. Fire extinguishers should be mounted and stored in a readily accessible location and clearly marked. They need to be mounted 42 inches from the ground (the fire extinguisher near the kitchen is too high and inaccessible to handicap or height challenged people). Try to avoid storing anything in front of a fire extinguisher which might get in the way for easy access. Fire extinguishers should also be inspected at least once a month by employees and tested once a year by a certified person. Monthly checks can be documented on the back of the extinguisher or in a log book.



**Recommendation Two**



Recommend that an eye wash station be installed in proximity to the chemical fill station for the **kitchen dish wash/rinse dispensers**. OSHA regulations require eye wash stations, with 15 minutes of continuous flow, in areas where exposure to corrosive materials (as the chemical containers indicate) can occur. The ANSI standard states that the eye/face wash needs to be no more than 10 seconds away from where an accident could occur and needs to be on the same level with no obstructions. For strong acid or strong caustic, the emergency equipment should be immediately adjacent to the hazard. I recommend installing a faucet mounted unit such as the one shown in the kitchen area. Also, I have attached a picture of what the 15 minute free flow station looks like. Cleaning the eye wash stations on a consistent basis and keep a log of the detailed cleaning to ensure that it is in proper working order. OSHA states that the eye wash stations must have regular maintenance and training.





### **When should equipment be inspected and maintained?**

One person in the work area should be designated for inspecting and operating (activating) the emergency shower, eyewash station, combination units, and drench hoses weekly. A weekly check will make sure that there is flushing fluid available as well as clear the supply line of sediments and minimize microbial contamination caused by 'still' or sitting water. This person should keep a signed, dated record. The ANSI standard also recommends a complete inspection on an annual (yearly) basis.

Preventive maintenance inspections should be done every six months to check for such problems as valve leakage, clogged openings and lines, and adequacy of the fluid volume. A work record of these inspections should be kept. Replacement parts should be kept on hand to prevent the system from becoming non-functional. If the system breaks down for any reason, the workers in the area should be properly warned and protected. Personal eyewash equipment should be inspected and maintained according to the manufacturer's instructions and at least annually for overall operation. I would also recommend removing any items stored in front of an eyewash station in case it may need to be accessed during an emergency situation.

### Recommendation Three

I would recommend re-supplying (re-stocking) the items in the first aid kit that have been used in the past. Also, items past the expiration date need to be taken out of service. I recommend a thorough inspection of all first aid kits in the district to determine the nature of their inventory.

Kitchen Area



### Recommendation Four

I recommend that the draperies in the classrooms be chemically fire treated or that they be taken down. The draperies are being used to block off or cover the storage areas. Anytime draperies are present in occupied school areas, they are required to be treated so as to be fire resistant. Documentation should be retained of the fire treatment (tags, written dates on the drapery, paperwork kept in office, etc.)



**Recommendation Five**

I recommend the chain link netting be replaced with a nylon netting on the outdoor basketball hoops at the school. In the current state, users risk becoming hooked or entangled on the chain ends and hooks potentially resulting in significant injury.







Your district has exceptional facilities as they continue to promote the efforts of your students, staff, and community. All stakeholders should be commended for their efforts in maintaining and enhancing your district's accommodations.

Our loss prevention service is advisory only. This advice is based solely on the hazards that were present on the date indicated, and we cannot guarantee that every existing hazard was observed. We hope this visual inspection will facilitate continued growth within the safety of your district's future.

As with all the schools in the insurance pool if you have any questions or needs related to risk, liability, or safety please do not hesitate to contact your agent or myself. I can be reached at [kjsmith@paynewest.com](mailto:kjsmith@paynewest.com) or by calling (307)431-3070.

Again, thank you for taking the time to assist us with your school's risk assessment process. We look forward to all future visits!

Kevin Smith

PayneWest  
Insurance

1108 Livingston Ave.  
Helena, MT 59601

**Kevin Smith**

*School Pool Risk Control Specialist, MT Schools  
Property & Liability Ins. Plan*

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[kjsmith@paynewest.com](mailto:kjsmith@paynewest.com)

(406) 457-4547 Or (307) 431- 3070 cell

03/13/19  
16:15:57

GALLATIN GATEWAY ELEMENTARY  
Project Combined Revenues/Expenditures  
For the Accounting Periods: 7/18 - 3/19

Page: 1 of 1  
Report ID: P120A

202 AFTERSCHOOL PROGRAM  
Project Budget: 20500.00

| Fund Srce/Act                         | Org  | Program | Function | Object                       | Amount           |
|---------------------------------------|------|---------|----------|------------------------------|------------------|
| Revenue                               |      |         |          |                              |                  |
| 115                                   | 1900 |         |          |                              | 2,154.50         |
| 115                                   | 1920 |         |          |                              | 20,500.00        |
| <b>Total Revenue for Project</b>      |      |         |          |                              | <b>22,654.50</b> |
| Expenditures                          |      |         |          |                              |                  |
| 115                                   | 840  | 3300    | 117      | PARAPROFESSIONALS            | 10,274.00        |
| 115                                   | 840  | 3300    | 210      | SOCIAL SECURITY AND MEDICARE | 387.86           |
| 115                                   | 840  | 3300    | 220      | TRS                          | 510.76           |
| 115                                   | 840  | 3300    | 240      | UNEMPLOYMENT                 | 27.34            |
| 115                                   | 840  | 3300    | 250      | WORKERS' COMPENSATION        | 33.82            |
| 115                                   | 840  | 3300    | 260      | HEALTH INS                   | 542.83           |
| 115                                   | 840  | 3300    | 610      | SUPPLIES                     | 263.29           |
| <b>Total Expenditures for Project</b> |      |         |          |                              | <b>12,039.90</b> |
| Revenues less Expenditures            |      |         |          |                              | 10,614.60        |

## Later Gators YTD Report

| <u>Week</u> | <u>Total</u> | <u>DEMOGRAPHIC</u> |                    |                    |                  | <u>FINANCIAL</u>   |                   |                    |                  | <u>Revenue</u>    |
|-------------|--------------|--------------------|--------------------|--------------------|------------------|--------------------|-------------------|--------------------|------------------|-------------------|
|             |              | <u>K-2</u>         | <u>3-5</u>         | <u>6-8</u>         | <u>*Faculty</u>  | <u>Free</u>        | <u>Reduced</u>    | <u>Full Pay</u>    | <u>Sibling</u>   |                   |
| 20          | 14           | 9<br>64%           | 3<br>21%           | 2<br>14%           | 1<br>7%          | 4<br>29%           | 3<br>21%          | 7<br>50%           | 0<br>0%          | \$ 44.00          |
| 21          | 29           | 16<br>55%          | 5<br>17%           | 8<br>28%           | 0<br>0%          | 13<br>45%          | 4<br>14%          | 12<br>41%          | 0<br>0%          | \$ 48.00          |
| 22          | 38           | 20<br>53%          | 7<br>18%           | 11<br>29%          | 0<br>0%          | 12<br>32%          | 7<br>18%          | 19<br>50%          |                  | \$ 52.00          |
| 23          | 32           | 16<br>50%          | 7<br>22%           | 9<br>28%           | 0<br>0%          | 10<br>31%          | 6<br>19%          | 15<br>47%          |                  | \$ 100.00         |
| 24          | 17           | 9<br>53%           | 4<br>24%           | 4<br>24%           | 0<br>0%          | 6<br>35%           | 3<br>18%          | 8<br>47%           | 0<br>0%          | \$ 32.00          |
| 25          | 21           | 10<br>53%          | 3<br>24%           | 8<br>24%           | 0<br>0%          | 11<br>35%          | 2<br>18%          | 8<br>47%           | 0<br>0%          | \$ 32.00          |
| 26          | 34           | 16<br>47%          | 7<br>21%           | 11<br>32%          | 0<br>0%          | 17<br>50%          | 4<br>12%          | 13<br>38%          | 0<br>0%          | \$ 52.00          |
| <b>YTD</b>  | <b>636</b>   | <b>341<br/>54%</b> | <b>158<br/>25%</b> | <b>142<br/>22%</b> | <b>22<br/>3%</b> | <b>282<br/>44%</b> | <b>66<br/>10%</b> | <b>261<br/>41%</b> | <b>26<br/>4%</b> | <b>\$1,696.00</b> |

2 EARLY  
RELEASE  
DAYS

# GGs Ski Day Planning Timeline

## **Mid to Late November:**

- Contact Scott Foster at Lone Mountain Sports to begin selecting dates for the event. Scott will contact Big Sky Snow Sports to find potential dates. This process may take a couple of weeks as Lone Mountain Sports and Big Sky Snow Sports develop their season schedules.

## **4-5 Weeks Before Trip:**

- Contact Sarah Wolf with Eagle Mount in Big Sky to begin making arrangements for any student(s) with special needs. This can be accomplished as soon as the Ski Day date is set.
  - o Obtain necessary paperwork for students working with Eagle Mount and return it once it is completed.
- Contact Chris Kronebusch with Big Sky Mountain Snow Sports to begin collecting paperwork preliminary student numbers.
- Send out an opportunity for parents to sign up to be chaperones for the trip. Parents will receive notification approximately 4 weeks out if they are chosen to chaperones.
- Schedule a meeting with parent chaperones to occur one week prior to the event.
- Schedule a First Aid/CPR class so chaperones may become certified prior to event.
- Notify the bus drivers and kitchen of the date for ski day

## **2 Weeks Before Trip:**

- Verify with bus drivers the daily schedule
- Send home ski day packets with permission slips
  - o Get rental forms from Lone Mountain Sports
  - o Get ski school forms from Big Sky Mountain Snow Sports
  - o Prepare all other documents for packet
- Prepare materials for parent chaperone meeting
- Verify paperwork with Eagle Mount to make sure that they have everything they need

## **1 Week Before Trip:**

- Get lunch numbers to the kitchen staff
- Get number of students skiing and snowboarding to the Snow Sports staff
- Finalize duty rosters of staff and volunteers
- Visit with individual classrooms about student expectations
- Finalize the day's schedule

## **1 Week After Trip:**

Get thank you notes out to chaperones, Eagle Mount, LMS, and Snow Sports

## Agenda Item: Athletic Program

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### ***Background:***

- In the early 2000's the District made substantial budget cuts and stopped funding the Athletic Program as a whole though the general fund, or any other District funds.
- Several years later the District started overseeing the coaching staff and budgeting for head coach salaries and athletic director in the general fund.
- Later, the district began paying salaries to assistant coaching staff from the general fund
- During this entire time the Booster Club has provided equipment, uniforms, funds to pay referees, funds to pay tournament fees, volunteer hours to assist with athletic registration, uniform check in/check out, and concessions. In addition, during this time the athletic fees paid by student athletes have gone to the Booster Club.
- Over the last couple of years the Booster Club has been working with the Superintendent and Administrative Secretary to change the processes and procedures, some administrative duties are still being covered by the Booster Club
- On March 1st the Booster Club wrote a letter to the Board requesting that the District consider assuming the primary responsibility for the athletic program administrative duties, so that the Booster Club can revert back to being a support organization whose primary purpose is fundraising and supporting the athletic programs of the school, rather than being involved in operating them. (*letter and other email correspondence included*)
  - **2018-2019 Booster Club Board:** CJ Smith – President; Wendy Hourigan – Vice President; Amy Kimmel – Secretary; Liz Mathews- Treasurer; Megan Nowlin, Amy Hyde – Officers

### ***Budget Considerations:***

If the District assumes all of the responsibility for the athletic program:

1. The District would collect and track all athletic fees paid by student athletes
2. The District would incur costs for referees (paid for through collection of fees)
3. The District would still be able to request help from Booster Club for replacement of uniforms and/or athletic equipment when needed.
4. Costs to launder uniforms at the end of each season
5. Salary for Athletic Director and/or coaching staff

### ***Other Considerations for the District:***

If the District assumes all of the responsibility for the athletic program:

1. The new Athletic Director will need to develop a process for uniform and equipment management (*see recommended job description revisions*)
2. The new Athletic Director will also need to develop a potential uniform replacement rotation. The uniform replacement rotation will be shared with the Booster Club.
3. The collection and tracking of athletic fees will likely be done through the main office and will add to the current duties of the Administrative Secretary

### ***Administrative Team Recommendation:***

The District will assume all responsibility for the athletic program beginning in the 2019-2020 school year and will seek support from Boosters to purchase new uniforms, equipment, and other such athletic program related expenses as needed.

### ***Rationale:***

The District is in a time of transition between athletic directors and is redoing job descriptions, so it is a good time to evaluate the priorities of the district as it relates to the District's athletic program and setting expectations for the incoming Athletic Director. In addition, the program can be run more efficiently by being more streamlined with all administrative responsibilities lying with the School District.

March 1, 2019

To The School Board,

Gateway school Boosters has been proudly supporting and funding athletics programs at our school for many years. While we will remain true to our mission of “boosting” the needs of the school in regards to equipment and uniforms, we are asking that the district please consider taking over the collection of fees, organization of registration nights and distribution/collection of uniforms. This would also include paying out of any fees as well, i.e. Referee and tournament fees. As the district already hires the coaches and the athletic directors, we feel there is somewhat of a division between how things are handled currently and would like to make the process more streamline. We have also been approached by parents and asked how we determine when scholarships are afforded to students. As the school has access to financials, this process would be better suited for the school to determine and keep us out of any potential situations.

Our booster club is comprised of a small group of volunteer parents. We have found it increasingly difficult to manage the collection of uniforms after a sport has ended and have to make several trips to the school until inventory can be complete. We currently supply each coach with a first aid kit and will remain happy to fund the needs of supplies for the kit if needed. We ask that the athletic director be in charge of assigning the kits to coaches and restocking.

We have incurred increased fees for both referees as well as tournament fees this school year. As a result, the booster board is considering increasing registration fees for next year if we are to continue down our current path.

If the district agrees to this request, we will be happy to be flexible and work out any logistics before the changes take place in the coming school year.

Thank you for your time and consideration.

Regards,  
GGS Booster Club

**From:** Carrie Fisher [mailto:fisher@gallatingatewayschool.com]

**Sent:** Thursday, March 7, 2019 9:20 AM

**To:** Wendy Hourigan

**Subject:** Re: letter to board

Hi there.. it's me... :)

In order for the Board to have all of the needed information regarding the athletic program is there a chance you could get me some more information?

1. Financial information-- how much does the program cost Boosters each year (refs, supplies, etc.) in comparison to fees collected. Mostly, if they were add these things back into the budget what would it look like for them?
2. How much additional time do you anticipate this adding to the position of the athletic director-- how much time do you spend that will need to be absorbed in that position?
3. What costs do you think the booster club would still pay to support the Athletic program?

Thank Wendy! :)

**Carrie Fisher**

District Clerk

Gallatin Gateway School

PO Box 265

Gallatin Gateway, MT 59730

406.763.4415-phone

406-.763-4886-fax

[www.gallatingatewayschool.com](http://www.gallatingatewayschool.com)

\*\*\*\*\*

**From:** Wendy Hourigan

**Date:** Fri, Mar 8, 2019 at 12:50 PM

**Subject:** RE: letter to board

**To:** Carrie Fisher <fisher@gallatingatewayschool.com>

Hi Carrie:

I am listing here our to date financials as a reference for volleyball, boys/girls basketball and cheer. We have not yet finalized wrestling and of course track will be coming soon.

Volleyball

Participation Income: \$ 665.00

Referee fees: \$ 372.00

Tournament fees: \$110.00

3 scholarships given

Boys Basketball

Participation Income: \$1050.00

Referee fees: \$756.00

Tournament fees: \$185.00

2 scholarships given

Girls Basketball

Participation Income: \$520.00

Referee fees: \$336.00

Tournament fees: \$150.00

3 scholarships given

Our total net gain here is \$571. Other outgoing costs that we pay for include uniforms, supplies ie. Balls etc. We spent \$3,701 on new basketball uniforms this year. We plan to purchase new volleyball uniforms for next year and then all sports should be good for quite some time on uniforms, provided they are well cared for. This is one of our biggest, most time consuming tasks. As I am home trying to get stains out of jerseys today...it would be my recommendation that they get professionally laundered after each use: and parents/athletes need to be held accountable for caring for said uniforms. The way we work it now, we have one or two of our booster members take a sport and see that sign ups and uniforms are handled. Collection is always done randomly as there isn't always a finish date for all athletes at the same time. (tournaments etc.) So multiple trips are made and washing is done as necessary; and not everyone has the same standards...if you know what I mean.

Again, the most time spent for us is during sign-ups and collection of uniforms. If the school / athletic director could be responsible for all paperwork, including collection of fees; and distribution/collection, cleaning and inventory of uniforms and equipment, we are open to remaining in control of all the financial aspects if the school feels this will be a burden. As volunteers, we feel there is some liability involved with as much time as we spend with the kids and sorting uniforms/sizes.

Perhaps combining a single PE teacher and athletic director role would be beneficial for all parties involved. Maintenance of equipment has been a hassle as we would like it to last. If one person were in charge, this may be easier to maintain and PE/athletics equipment could be shared if we each budget things accordingly.

Our plan is to continue to support and promote athletics and provide supplemental financial needs as per our mission statement. We will still maintain banners in the gym as income and pay for most of the needs athletics requires per request.

I hope this helps understand our side of things and members will be at the board meeting for further discussion. Ultimately, we are all working to keep Gator Athletics thriving for our students and community. We look forward to working in conjunction with the school to do so!

Thank you,

Wendy



## ATHLETIC DIRECTOR

REPORTS TO: Superintendent

### UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### SUMMARY OF FUNCTIONS:

The Athletic Director manages and oversees the district's athletic programs. Ensures that the athletic programs operate in an efficient manner and assists the Superintendent in selecting, assigning, and evaluating all coaching staff.

### ESSENTIAL FUNCTIONS:

- Supervises coaching staff ~~all head coaches~~.
- Assists Superintendent in selecting, assigning, and evaluating all coaching personnel.
- Assists ~~in~~ Superintendent in to make recommendations for coaching hires for to the Board.
- Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- Makes recommendations to the Superintendent for any updates or revisions to the District's Athletic Handbook or other participation paperwork or requirements.
- Responsible for supervision and records of athletic handbook, including physicals, academic contracts, insurance, participation, and chemical use.
- Attend ~~all~~ Athletic-Booster Club meetings and events as a representative of the District.
- Assumes leadership role in the orientation and in-service training of coaching personnel.
- Represents the School District in matters of interscholastic athletics.
- Responsible for coordinating gym facility use with District office for district athletic events and practices.
- Responsible for building security for athletic events.
- Assists and coordinates ~~adult~~ supervision at home athletic contests games.
- Responsible for the organization and scheduling of athletic events and event officials to include attendance at regional scheduling meetings.
- Communicates schedules, building use, and student eligibility ~~completion of athletic handbooks~~ with Superintendent.
- Supervises transportation for away contests including verification supervision of approved drivers and student permission forms.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations in athletics.
- Establishes and enforces the physical, academic, and training requirements of eligibility for participation.
- Evaluate all athletic programs on an annual basis and make recommendations for improvement to the Superintendent.
- Secure game workers for home athletic contests such as announcers, clock operators, scorekeepers, line judges, etc.
- Maintain First Aid, CPR/AED, and concussion training records for all coaches.
- Mediate the resolution of problems, issues, concerns, and conflict that may arise between coaches

- and other associated with the athletic program, including athletes, parents, and other teams.
- Order post season awards for each athletic program and schedule banquets and/or assemblies to recognize athletes.
- Maintain and track all athletic program performance records.
- Coordinate with photographer for team and individual photos for athletes and the yearbook.
- Hold coaches meetings as well as family meetings before each season to share information about sportsmanship and coach/player/parent expectations.
- Develop an effective system of inventory for athletic supplies, equipment, and uniforms.
- Communicate athletic program needs to the Superintendent as needed.
- Model non discriminatory practices in all activities.
- Model good sportsmanship and enforces sportsmanlike behavior among the coaches and student athletes at all times.
- React to change productively and handle all other tasks as assigned.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

#### DESIRED MINIMUM QUALIFICATIONS:

- ~~Valid Montana Teaching Certificate or employee of the District.~~
- Experience and/or education in regards to athletics and/or program management. MHSA knowledge encouraged.
- Valid First Aid, ~~+~~CPR/AED Certification- child and adult
- Complete annual concussion training.
- Experience as a teacher and/or coach.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Must be able to work closely with co-workers and set a positive example for students.
- Ability to perform duties with awareness of all District procedures, philosophies, and policies.
- Ability to use good judgement and effective problem-solving skills.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

#### EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, scoring equipment, stopwatch.

#### WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job. The noise level in the work environment is usually moderate but can be loud.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications. *The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**History**

Approved on: July 8, 2003

Revised on: April 9, 2007

# Board Teamwork and Performance Self-Assessment

## Teamwork Self-Assessment

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

1. Please rate the following areas of board teamwork.

|   | Always                | Often                 | Rarely                | Never                 | Not Sure              |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| The board adopts a district vision and/or mission for district improvement.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The board adopts annual goals and priorities for district improvement.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Improving student learning is the primary focus <i>in our</i> decision-making. <span style="font-size: 1.2em; color: blue; margin-left: 20px;"><i>of the Board's</i></span> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| We use data and reports to assess progress and identify areas needing improvement.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <i>The Board</i> <input checked="" type="checkbox"/> We conduct business only at properly called meetings.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <i>Trained</i> All members of the team maintain confidentiality regarding sensitive communications.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Always      Often      Rarely      Never      Not Sure

We share information equally with each member of the leadership team.

Team members are open and honest with each other.

Team members communicate with one another in respectful manner.

~~The superintendent's position on controversial matters is clearly stated to the board.~~

Our board clearly states its position on ~~controversial~~ **District** matters to the superintendent.

All members honor board decisions even when the vote is not unanimous.

The leadership team conducts comprehensive orientation activities to familiarize new board members with their role on the team.

Our board has effective meetings.

Board members are prepared for meetings.

Always      Often      Rarely      Never      Not Sure

~~The superintendent exhibits confidence and trust in each member of the board.~~

~~Each board member exhibits confidence and trust in the superintendent.~~

The board demonstrates support and respect for the superintendent's role as the chief executive officer of the district.

Our board evaluates the superintendent's performance based on clearly defined performance goals and expectations.

Directions to the superintendent come from the board as a whole, not individual board members.

Our leadership team deals with conflicts openly and honestly.

The Board

~~We~~ conduct district business in accordance with established ethical standards.

Always      Often      Rarely      Never      Not Sure

The team ensures parents, businesses, and the public are informed on educational activities and encouraged to participate when appropriate.

The board uses the policy manual to define its vision and expectations of the school district.

*The*

I attended a board-related professional development workshop this year.

Board Teamwork and Performance Self-Assessment  
Board Performance Assessment

2. Please rate the following areas of board effectiveness.

|  | 5-Excellent           | 4-Good                | 3-Adequate            | 2-Needs Improvement   | 1-Unacceptable        |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Goal setting, planning and vision for student achievement. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Board/Superintendent relationship.                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Board collaboration, cooperation, and innovation.          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Effectiveness of Board meetings.                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Board training, orientation, and team building.            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Financial management, transparency, and accountability.    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Board/Community/Staff relationship.                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Board policy development and application.                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. Please elaborate on those areas rated with a 2 or 1.

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





Carrie Fisher <fisher@gallatingatewayschool.com>

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## School Board Eval - Community Survey

1 message

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**Julie Fleury** <fleury@gallatingatewayschool.com>  
To: Carrie Fisher <fisher@gallatingatewayschool.com>

Fri, Mar 8, 2019 at 12:19 PM

Hi Carrie,

I've entered the Community Survey into Survey Monkey, so please let me know if you encounter any issues, etc.

I've also typed up a short message (below) that could be included with the survey link in the email we send out through GGS News.

I can't recall if we set a specific date to have surveys completed, so I listed March 22 (in the note below) - this can definitely be changed if needed.

Please let me know if I can be of any additional assistance!

Julie :)

\*\*\*\*\*

Hello Gallatin Gateway School community members,

This year, as part of the School Board's annual self evaluation process, the Board has decided to incorporate a community survey tool to better gauge how the community feels regarding the job the School Board is doing.

The survey is brief with only eight multiple choice questions; there is also additional space for your feedback. Please be mindful that the more specific and constructive your suggestions and comments, the better the Board can incorporate the information you provide to ensure progression and improvement.

We kindly ask that you complete surveys by Friday, March 22, so that the Board can include the results in Board packets for our Monday, April 15 meeting.

If you have any questions, please don't hesitate to reach out to any of the School Board Trustees.

Thank you in advance for your input!

Julie Fleury  
Gallatin Gateway School Board, Vice Chair  
Gallatin Gateway, MT <https://www.gallatingatewayschool.com/>

2019 School Board Evaluation - Community Member Survey

1. I feel welcomed and encouraged to attend School Board meetings.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Comments:

2. The Board values community input.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

3. Trustees are approachable and professional.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

4. Board meetings are well publicized.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

5. Board meetings are productive.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

6. The Board makes decisions that are well-informed and thoughtful.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

7. The Board operates in a legal and transparent manner and is fiscally responsible.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

8. The School Board fulfills the duties and responsibilities it was elected to do and holds school personnel to a high standard.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

N/A or No Basis for Comment

Other (please specify)

9. Please add any additional other feedback you would like the School Board to be aware of.

# Agenda Item: Stay Interviews- policy discussion

## Background information for discussion:

- In the spring of 2018, after discussing the potential benefit of holding Exit Interviews with departing staff members, the Gallatin Gateway School Board made the decision to instead hold Stay Interviews with staff. It was the thought of the Board that instead of learning the reasons of why employees were leaving, more constructive/culture-building results could be yielded by having positively-focused discussions with currently employed staff in hopes of increasing overall retention and job satisfaction.
- Following the Stay Interviews held in June 2018, much positive feedback was garnered from both the staff and Board members who participated.
- This Fall, discussion of expanding Stay Interviews arose. Before moving forward with any specific plan concerning Stay Interviews though, it was decided that it would be beneficial to contact MTSBA for further guidance and direction.
- The initial recommendation of MTSBA was for the Gallatin Gateway School Board to author and adopt a policy in-line with our Stay Interview practice.
- Attached is a draft policy that MTSBA provided as a starting point for the authoring of a GGS Stay Interview policy.
- The Board reviewed the draft policy from MTSBA at the February 20, 2019 meeting and decided to move forward toward adoption of the policy at a future meeting
- Per the Board's request at the February 20 meeting Vice Chair Julie reached to MTSBA regarding communication with the bargaining unit in regards to the adoption of the policy to ensure there are not issues with the master agreement.
- It was recommended by Kris Goss at MTSBA that the Board notify the bargaining unit that the Board would like adopt the policy and would like to any concerns they may have
- Superintendent Anderson recommends that the policy be presented to the bargaining unit through the Labor-Management Committee (LMC). Therefore, it is recommended that the Board tables this item until it can be taken to the LMC for feedback.

**Recommendation:** Table for a future meeting.

**INSTRUCTION**

5701

Employee Surveys and End of Year Interviews

All surveys or interviews soliciting information from employees must advance or relate to the District's educational objectives as identified in Board Policy.

The Board recognizes the importance of surveying and interviewing employees about District operations. The Board may conduct, develop and administer surveys and interviews at the conclusion of each school year. The survey or interview will include, but is not limited to, questions on the following topics; 1) successes and challenges experienced during the school year; 2) methods and means to improve the educational experience; 3) areas of preparation for the next school year; 4) the relevance of non-academic school activities; 5) experience with the school system, and; 6) the overall climate throughout the District.

The results of the surveys and interviews may be used by Board and its committees to determine the overall effectiveness of the Gallatin Gateway Public School and to identify areas improvement of the delivery of educational services. All surveys and interviews will be voluntary. Information related to individual staff members will be protected in accordance with Montana law, District policy, and the current collective bargaining agreement. Surveys and interviews may not be used for evaluation or disciplinary purposes. Retaliation against a survey or interview participant will not be tolerated in accordance with District policy.

Notification of Rights and Procedures

The Board or designee shall notify employees of:

1. This policy as well as its availability from the administration office upon request;
2. How to opt out of participation in activities as provided in this policy;
3. The approximate dates during the school year when a survey or interview is scheduled or expected to be scheduled;
4. How to request access to any survey or other material described in this policy.

This notification shall be given employees at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Cross Reference:

Legal Reference:

Policy History:

Adopted on:

Reviewed on:

Revised on:



# Agenda Item: FY20 Preliminary General Fund Budget

Updated March 8, 2019

## For comparison:

### FY18

Highest ANB-Based Funding \$1,055,391.30

FY18 ANB (3-year Average)-156

Elementary 122

Middle School 34

**Adopted General Fund budget for FY18:** \$1,202,095.20

### FY19

Highest ANB-Based Funding \$1,086,264.36

FY19 ANB (current year ANB)-165

Elementary 141

Middle School 20

**Adopted General Fund budget for FY19:** \$1,227,342.63

### FY20- next year

Highest ANB-Based Funding \$1,158,451.70

FY20 ANB (current year ANB)- 170

Elementary 136

Middle School 34

FY20 Preliminary General Budget Estimates:

Highest Budget **WITHOUT A VOTE:** \$1,288,173.81

Highest Budget **WITH A VOTE:** \$1,288,173.81

Highest Amount District Can Request from Voters on May 7, 2019: \$0.00 (*mill levy maximum*)

*Information from OPI's Preliminary Budget Sheets released 2/26/2019-- updated information will be provided after legislative session is complete*

|                             |                                 |                        |                       |
|-----------------------------|---------------------------------|------------------------|-----------------------|
| FY19 Adopted Budget:        | \$1,227,342.63                  | with budget amendment: | \$1,278,025.14        |
| <u>FY20 Minimum Budget:</u> | <u>\$1,288,173.81</u>           |                        | <u>\$1,268,903.39</u> |
| Difference:                 | \$60,831.18 (increase for FY20) |                        | \$10,148.67           |

*Passage of maximum mill levy of \$0.00:*

|                             |                                 |                        |                       |
|-----------------------------|---------------------------------|------------------------|-----------------------|
| FY19 Adopted Budget:        | \$1,227,342.63                  | with budget amendment: | \$1,278,025.14        |
| <u>FY20 Minimum Budget:</u> | <u>\$1,288,173.81</u>           |                        | <u>\$1,268,903.39</u> |
| Difference:                 | \$60,831.18 (increase for FY20) |                        | \$10,148.67           |

**Budget Considerations:**

| <u>Utilities Increases</u> | <u>FY19 Budget</u> | <u>FY20 Budget (5% Increase)</u> | <u>\$Increase</u> |
|----------------------------|--------------------|----------------------------------|-------------------|
| Power-Lights               | \$1,050            | \$1,102.50                       | \$52.50           |
| Natural Gas                | \$11,550           | \$12,127.50                      | \$577.50          |
| Electricity                | \$15,225           | \$15,986.25                      | \$761.25          |
| Sewer                      | \$10,716           | \$10,716.00*                     | \$0               |

**5% Increase on Utilities: \$1,391.25**

*\* communication with Sewer District indicates that there is no increase to rates planned for the coming year and so budget would not change.*

**Negotiated Salary Increases:**

FY19 General Fund Certified Budgeted Salaries: \$584,694

FY20 Estimates: \$606,707\*

Increase: \$22,013

*\*includes step/lane increases and the negotiated 2% salary increase*

FY19 General Fund Administrator Salary: \$64,061

FY20 Estimate- based on approved contract \$65,342 (2% increase)

Increase: \$1,281

**Total Anticipated Budget Increases for Utilities & Certified Salaries: \$24,685.25**

After anticipated increases in utilities and negotiated salaries are accounted for:

\$60,831.18 increase from FY19

\$24,685.25 anticipated increase in utilities and salaries

\$36,145.93

**Other budget considerations and points of discussion:**

- Budget amounts to do not account for any increases/decreases from legislative session--HB2 may still impact the appropriations for some funding components (i.e. At Risk Student Payment, etc)
- Classified salary increases
- Additional FTE based on enrollment in middle school- up to 1.0 FTE
- Athletic Director Salary
- Chromebook management software
- Curriculum material updates



# PRELIMINARY BUDGET DATA SHEET

FY 2019-2020

## Pre-Session

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (\*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2020 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

| 1. Certified ANB   |   | FY 2019-2020       |                      |     | 3 Year Avg ANB     |                      |              |
|--|---|--------------------|----------------------|-----|--------------------|----------------------|--------------|
| *Budget Unit   | ANB   | *Basic Entitlement | *Per ANB Entitlement | ANB | *Basic Entitlement | *Per ANB Entitlement |              |
| E1 GALLATIN GATEWAY K-6  | 136   | 52,579.00          | 763,028.00 +         | 133 | 52,579.00          | 746,236.40           |              |
| M1 GALLATIN GATEWAY 7-8  | 34  | 105,160.00         | 244,553.50 +         | 30  | 105,160.00         | 215,812.50           |              |
| <b>2. * Direct State Aid</b>   |   |                    |                      |     |                    |                      | 520,898.26   |
| <b>3. Quality Educator</b>   |   |                    |                      |     |                    |                      | 45,371.85    |
| <b>4. At Risk Student</b>  |   |                    |                      |     |                    |                      | 2,839.14     |
| <b>5. * Indian Education For All</b>   |   |                    |                      |     |                    |                      | 3,733.20     |
| <b>6. American Indian Achievement Gap</b>  |   |                    |                      |     |                    |                      | 648.00       |
| <b>7. * Data For Achievement</b>   |   |                    |                      |     |                    |                      | 3,575.10     |
| <b>8. Special Education Funding (FY 2019-2020):</b>  |   |                    |                      |     |                    |                      |              |
| NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified. |   |                    |                      |     |                    |                      |              |
| <b>Special Education Block Grant Eligibility Status</b>  |   |                    |                      |     |                    |                      | Yes          |
| <b>Special Education Block Grant Rates Per Current ANB</b>   |   |                    |                      |     |                    |                      |              |
| Instructional Block Grant Rate [IBG]   |   |                    |                      |     |                    |                      | 149.54       |
| Related Services Block Grant Rate [RSBG]   |   |                    |                      |     |                    |                      | 49.84        |
| Threshold to Determine Disproportionate Costs  |   |                    |                      |     |                    |                      | 2.3931298984 |
| <b>Special Education Allowable Cost Payments</b>   |   |                    |                      |     |                    |                      |              |
| * a.   | Instructional Block Grant Entitlement [IBG rate X Current Year ANB]       |                    |                      |     |                    |                      | 25,421.80    |
| * b.   | Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]   |                    |                      |     |                    |                      | N/A          |
| c.   | Reimbursement for Disproportionate Costs - See Page 2.                    |                    |                      |     |                    |                      | 3,684.81     |
| * d.   | Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]  |                    |                      |     |                    |                      | 29,106.61    |
| <b>Prorated Cooperative Cost Payments (Members of Cooperatives Only)</b>   |   |                    |                      |     |                    |                      |              |
| * e.   | Related Services Block Grant Entitlement (Paid Directly to Coop)          |                    |                      |     |                    |                      | 8,472.80     |
| <b>Required Local Match</b>  |   |                    |                      |     |                    |                      |              |
| * f(i).  | District's Required Match for IBG [8a X 0.33]                             |                    |                      |     |                    |                      | 8,389.19     |
| f(ii).   | District's Required Match for RSBG [8b X 0.33]                            |                    |                      |     |                    |                      | N/A          |
| * f(iii).  | District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]   |                    |                      |     |                    |                      | 2,796.02     |
| * f(iv).   | Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)] |                    |                      |     |                    |                      | 11,185.21    |
| <b>Minimum Special Education Budget to Avoid Reversions</b>  |   |                    |                      |     |                    |                      |              |
| * g.   | Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]   |                    |                      |     |                    |                      | 36,607.01    |



## PRELIMINARY BUDGET DATA SHEET

### FY 2019-2020

#### Pre-Session

**County:** 16 Gallatin

**District:** 0364 Gallatin Gateway Elem

#### Reimbursement For Disproportionate Costs

|   | EL        | HS   | K12  |
|---|-----------|------|------|
| a. FY 2017-2018 Allowable Cost Expenditures<br>Total K-12 Expenditures Prorated by FY 2017-2018 ANB                           | 88,003.62 | 0.00 | 0.00 |
| b. FY 2017-2018 Amount to Avoid Reversion   | 32,924.08 | 0.00 | 0.00 |
| c. Reimbursement for Disproportionate Costs<br>If (a-b) > 0 and a > (b * 2.3931298984) then<br>[a - (b * 2.3931298984)] * 0.4 | 3,684.81  | 0.00 | 0.00 |

**9. FY 2019-2020 Budget Limits:**

|      |  |              |
|------|--|--------------|
| * a. | Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]   | 100%         |
| * b. | BASE Budget  | 1,032,562.06 |
| c.   | Maximum Budget Limit   | 1,288,173.81 |
| * d. | Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues) | 1,288,173.81 |
| * e. | Highest Budget With A Vote   | 1,288,173.81 |
| * f. | Highest Voted Amount (9e-9d)   | 0.00         |

**10. Prior Year Information for Budgeting:**

|    |  |              |
|----|--|--------------|
| a. | FY 2018-2019 BASE Budget   | 981,315.60   |
| b. | FY 2018-2019 Maximum Budget  | 1,223,443.24 |
| c. | FY 2018-2019 Budget Limit ANB  | 165          |
| d. | FY 2018-2019 Adopted General Fund Budget                                       | 1,227,342.63 |
| e. | Highest Levy Over-BASE Authorized Or Imposed Between FY 2014-2015 FY 2018-2019 | 267,798.22   |

**11. Debt Service Fund and County Retirement GTB:**

|                  | Elementary  | High School |
|------------------|-------------|-------------|
| <b>County</b>    |             |             |
| a.               | 295,754,304 | 295,754,304 |
| b.               | 10,101      | 3,801       |
| c.               | 29.28       | 77.81       |
| <b>District</b>  |             |             |
| d.               | 6,206,294   | N/A         |
| e.               | 165         | N/A         |
| f.               | 37.61       | N/A         |
| <b>Statewide</b> |             |             |
| g.               | 31.70       | 78.64       |
| h.               | 36.68       | 90.99       |



# PRELIMINARY BUDGET DATA SHEET

**FY 2019-2020**

## Pre-Session

**County: 16 Gallatin**

**District: 0364 Gallatin Gateway Elem**

### 12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

| <b>I. STATEWIDE GTB RATIO:</b>   | <u>Elementary</u> | <u>High School</u> |
|--|-------------------|--------------------|
| a. Statewide Taxable Valuation (Tax Year 2018)***  | 2,849,863,554     | 2,849,863,554      |
| b. FY 2018-2019 Statewide GTB Subsidized Budget Area:<br>35.30% of the Basic Entitlement + 35.30% of the Per ANB<br>Entitlement + 40% of Special Education Allowable Cost<br>Payment (Including Cooperative Costs) | 250,446,582.96    | 130,163,182.86     |
| c. GTB Ratio: [(a) Divided by (b)] x 224%  | 25.49             | 49.04              |

| <b>II. DISTRICT GTB SUBSIDY:</b>   | <u>Elementary</u> | <u>High School</u> |
|--|-------------------|--------------------|
| a. Statewide GTB ratio (from c above)  | 25.49             | N/A                |
| b. FY 2018-2019 District GTB Subsidized Budget Area:<br>35.30% of the Basic Entitlement + 35.30% of the Per ANB<br>Entitlement | 392,275.49        | N/A                |
| c. 40% of FY 2018-2019 District Special Education Allowable Cost<br>Payment plus District Coop Cost Payment                    | 13,250.16         | N/A                |
| d. District's FY 2019-2020 Guaranteed Tax Base<br>(a) x [b + c]  | 10,336,848.82     | N/A                |
| e. District Taxable Valuation (Tax Year 2018)***   | 6,206,294         | N/A                |
| f. If (d) is Greater Than (e), Then:<br>DISTRICT's FY 2019-2020 GTB Subsidy Per BASE Mill<br>[d - e] x 0.001                   | 4,131.00          | N/A                |

\*\*\* A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

### 13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy

|   | <u>Elementary</u> | <u>High School</u> | <u>K-12</u> |
|---|-------------------|--------------------|-------------|
| a. District State Major Maintenance Aid (SMMA) Allowable Amount                           | 31,500.00         |                    |             |
| b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort**** | 0.61              |                    |             |

\*\*\*\* State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.

## Agenda Item: Consider Job Description Additions/Revisions/Deletions:

### **Background:**

- Original district job descriptions were adopted by the Board of Trustees February 11, 2003.
- At the time, the job descriptions were adopted based off of the model MTSBA job descriptions
- Some job descriptions have been reviewed/revised since 2003, but the Board has not conducted a regular review of the job descriptions
- At the January 16, 2019 regular meeting the Board discussed developing job descriptions for new positions, make revisions as needed to existing job descriptions, and review all job descriptions to ensure they meet the current needs of the District and are inline with what employees actually do.
  - The goal of the board is to complete this process prior to offering employees contracts for the next school year in May 2019.
- Job Descriptions for Considered in February 2019:
  - Board-001, 002, 003- Trustees, Board Chair, Board Vice Chair- revision- **TABLED**
  - Admin-001-Superintendent- revision-**ADOPTED**
  - CLAS-003-Administrative Secretary- revision- **ADOPTED**
  - CLAS-016-After School Program Coordinator- addition- **ADOPTED**
  - CLAS-017-After School Program Assistant- addition- **ADOPTED**
  - CLAS-018-Assistant Coach- addition- **TABLED**
  - CLAS-013-School Psychologist- delete/remove- **APPROVED DELETION**

### **Job Descriptions for Consideration in March 2019:**

- Tabled from February 2019:
  - Board-001, 002, 003- Trustees, Board Chair, Board Vice Chair- revision
  - CLAS-018-Assistant Coach- addition
- CLAS-016- Athletic Director Job Description
- CLAS-001- Business Manager- delete/remove
- CLAS-002- School Clerk- revision (change number to CLAS-001)
- CLAS-005- Kitchen Manager- revision
- CLAS-011- Assistant Cook- revision
- CLAS-008- Head Coach- revision

### **TABLED FEBRUARY 2019:**

#### **Board-001, 002, 003- Trustees, Board Chair, Board Vice Chair- revision**

- District Clerk contacted Kris Goss at MTSBA to see if there would be any legal implications if they maintained the Trustee job descriptions since MTSBA no longer recommends them. In addition, the Board wanted to know if they can add any duties/responsibilities beyond what is required by law.
  - Reply from Kris Goss- January 30, 2019- *“The Board is within its authority to keep the trustee job description in place. It is not illegal to do so. However, if there were to be functions and duties that are not stated in the law, the Board would not have any means to hold a trustee accountable for not following the description. In other words, a Trustee could not be removed from office if he or she did not attend training or attend committee meetings. In fact, the Board does not have the authority to remove a Trustee who does not follow the job description as currently written. So while the description can be kept in place, there isn’t any method to enforce it. That should be considered by the Board as it makes its decision.”*

- Board Vice Chair Julie Fleury and District Clerk Carrie Fisher met on February 7 to revise the job descriptions and make a proposal to the Board.
  - The proposal is to combine all three job descriptions into one with categories for Board Chair and Board Vice Chair since having all three would have a lot of repetitive information.
  - Many of the duties/functions added are either current practice and/or came from the Code of Ethics that the Board signed at the beginning of the school year, they were just reworded a bit to fit with the tone of the rest of the job description.
- Vice Chair was tasked with doing some research on Trustee attendances/absences as it relates to Board policy and the law to ensure the job description does not contradict.

**CLAS-018-Assistant Coach- addition**

- Utilized an existing template from MTSBA as a starting point for this job description
- Many things applied to HS, so reviewed other organization's job descriptions for wording better suited for elementary/middle school programs
- Joshua Tuininga, current Girls' basketball assistant coach and current Athletic Director Mike Coon were both provided the opportunity for input and both made a few suggestions on wording.
- The District already has a head coach job description in place and next month revisions to that job description will be brought forward to be ensure it has similar wording and is inline with this job description because it is also written more for HS.
- This was tabled at the February meeting so the Board to ensure the Head Coach job description revisions were completed to ensure the two were inline with each other.

**CLAS-016-Athletic Director- revision**

- Revisions were made by District Clerk Carrie Fisher with input from Superintendent Anderson, Administrative Secretary, Erica Clark, and Athletic Director Mike Coon.
  - The job description revisions are meant to be more inclusive of all of the duties the District would need from an Athletic Director

**CLAS-001-Business Manager- delete/remove**

- In 2015 the board combined the Business Manager and Clerk positions. The District Clerk position is required by law for the Board to appoint.
- It is recommended to move the essential function listed in this job description into the Clerk position and remove this job description from policy.

**CLAS-002-School Clerk- revision**

- District Clerk Carrie Fisher made revisions to this job description to include all functions currently being performed in regards to business/finance, payroll, transportation, food service, and general clerk duties
- This was reviewed with the board during recent evaluation for input and changes were made to the job description based on input from Board.
- The name and numbering of the job description would also be revised with the adoption of recommended changes.

### **CLAS-005-Kitchen Manager**

- District Clerk Carrie Fisher met with Kitchen Manager Bobbie Jo Gunderson and Assistant Cook Brooke Savage to develop revisions to the current job description.
- We feel the revisions presented to the Board for adoption better reflect the functions and duties of the Kitchen Manager and maintain a clear line between job description language and what would be better suited for contract or other policy or procedure language

### **CLAS-005-Kitchen Manager**

- District Clerk Carrie Fisher met with Kitchen Manager Bobbie Jo Gunderson and Assistant Cook Brooke Savage to develop revisions to the current job description.
- We feel the revisions presented to the Board for adoption better reflect the functions and duties of the Assistant Cook.

### ***Job Descriptions scheduled for Consideration in April 2019:***

- Certified Job Descriptions--*requires discussion at LMC meeting*
  - Elementary School Teacher (K-8)
  - Physical Education Teacher
  - Special Education Teacher- *revised April 21, 2014*
  - Guidance Counselor
  - Librarian
  - Substitute Teacher
  - School 504 Case Manager- *adopted June 10, 2013*
- Bus Driver
- Classroom Aide

### **More information from Kris Goss regarding changing the classifications of job descriptions as the Board deems necessary (i.e. Admin vs. Certified vs. Classified):**

- Reply- February 12, 2019- *"It isn't an issue so long as the position doesn't require certification or have duties that require a certain level of certification. For example, a Board couldn't turn a principal or teacher position into a classified position. Activities director is one that could be adjusted to be a classified, but it would have to remove any requirement to hold certification and remove any duties related to evaluation of employees as that responsibility may require certification."*



## SCHOOL BOARD TRUSTEE

REPORTS TO: Board Chairperson**ESSENTIAL FUNCTIONS:**

- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings
- ~~Attend all meetings of the Board of Trustees, unless excused by the chairperson:~~
  - Prepare for board meetings by reading board packet prior to meeting date
  - Research Board agenda items as needed
  - Participate in developing and evaluating Board/~~community~~ District strategic planning and goal setting
  - Participate in Superintendent Administrative employees evaluations
  - Annual organizational meeting held in May for election of chairman and vice-chairperson
  - Sit on and/or chair a Board-appointed committee
- ~~Set District policy by a~~ Adopt and amending District policies, ensure implementation, and review annually. Make policy decisions only after full discussion at public Board meetings.
- Carry out the District's mission.
- ~~Be informed about your District by~~ visiting the school during the instructional day, attend school events, and as well as communicating with the Superintendent and staff on a frequent basis.
- ~~Show a keen interest in education and your District school.~~
- Support the employment of those persons best qualified to serve as school staff and <sup>require</sup> insist on regular and impartial evaluation of staff.
- Determine the methods, means, jobs, classifications, and personnel positions by which District operations are to be conducted.
- Employ, dismiss, promote, transfer, assign, and retain employees.
  - ~~Relieve employees from duties due to lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive.~~
- Avoid being placed in a position of conflict of interest and refrain from using Board position for personal or partisan gain.
- ~~Take actions necessary to carry out the missions of the District in situations of emergency.~~
- Ensure that the greatest priority of the Board is the educational welfare of students attending District schools.
- Establish the methods and processes by which the Board operates work is to be performed.
- ~~The Board reserves all rights, statutory and inherent as provided by state law.~~
- ~~The Board has the right to delegate authority to the Superintendent for the ongoing direction of all District programs.~~
- Work with other Board members to establish effective Board policies and to delegate authority for administration to the Superintendent.
- 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.
- All trustees shall participate on an equal basis with other members in all business transactions pertaining to the district. Each trustee shall vote on all issues; however there are times when it is appropriate to abstain from voting (GGs Policy #1425)
- Official action by Board members must occur at a duly called and legally conducted meeting.
- ~~Each trustee should vote on all issues; however there are times when it is appropriate to abstain from voting (GGs Policy #1425)~~
- ~~Board shall~~ Recognize the value of public comment on educational issues and shall permit encourage public participation during Board meetings.
- ~~Trustees normally attend workshops, training institutes and conferences.~~

- Stay abreast of current educational issues by frequently participating in professional development programs, workshops, and trainings.

## **SCHOOL BOARD CHAIR**

*Elected each May at the annual organizational meeting.*

### **ESSENTIAL BOARD CHAIRPERSON FUNCTIONS:**

- Attend and contribute to monthly agenda meetings with Superintendent and District Clerk.
- ~~Elected each May at the annual organizational meeting.~~
- ~~Chair all meetings from the time he/she is elected until the next annual organizational meeting.~~
- Presides at all meetings- regular, special, budget, and executive sessions and closes meetings as prescribed by Montana law.
- Conducts meetings in the manner prescribed by the Board's policies.
- ~~Recognizes the value of public comment on educational issues and shall permit public participation during Board meetings.~~
- Makes Board committee appointments when deemed necessary.
- Signs all minutes, papers and documents as required by law and as authorized by the action of the Board.
- ~~Closes meetings as prescribed by Montana law.~~
- Calls for special meetings.
- Participates in Board meetings equal to all other trustees including the right to participate in debates and voting casting votes.
- May not make a motion, but may second a motion.
- ~~Be able to perform all matters over which he/she presides.~~

## **SCHOOL BOARD VICE-CHAIRPERSON**

*Elected each May at the annual organizational meeting.*

### **ESSENTIAL VICE-CHAIRPERSON FUNCTIONS:**

- ~~Shall p~~Preside at all Board meetings in the absence of the Board Chairperson.
- ~~Shall p~~Perform all the duties of the Board Chairperson in case of the Board Chairperson's absence or disability.
- Attend and contribute to monthly agenda meetings with Superintendent and District Clerk.

*Only minimum duties are listed. Other functions may be required as given or assigned. See Gallatin Gateway School Policy Manual*

### **DESIRED MINIMUM QUALIFICATIONS:**

Must be qualified to vote in the district and be a resident of the school district.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

**MENTAL/MOTOR DEMANDS:**

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

History

Approved on: December 18, 2003

Revised on:

## **SCHOOL BOARD CHAIRPERSON**

### **REPORTS TO: Board of Trustees**

#### **ESSENTIAL CHAIRPERSON FUNCTIONS:**

- ~~Attend and contribute to monthly agenda meetings with Superintendent and District Clerk;~~
- ~~Elected each May at the annual organizational meeting;~~
- ~~Chair all meetings from the time he/she is elected until the next annual organizational meeting;~~
- ~~Presides at all meetings—regular, special, budget, and executive sessions;~~
- ~~Conducts meetings in the manner prescribed by the Board's policies;~~
- ~~Recognizes the value of public comment on educational issues and shall permit public participation during Board meetings;~~
- ~~Makes Board committee appointments when deemed necessary;~~
- ~~Signs all minutes, papers and documents as required by law and as authorized by the action of the Board;~~
- ~~Closes meetings as prescribed by Montana law;~~
- ~~Calls for special meetings;~~
- ~~Participates in Board meetings equal to all other trustees including the right to participate in debates and casting votes;~~
- ~~May not make a motion, but may second a motion;~~
- ~~Be able to perform all matters over which he/she presides;~~

#### **ESSENTIAL TRUSTEE FUNCTIONS:**

- ~~Attend all meetings of the Board of Trustees, unless excused by the chairperson:
 
  - ~~Prepare for board meetings by reading board packet prior to meeting date~~
  - ~~Research Board agenda items as needed~~
  - ~~Participate in Board/community goal setting~~
  - ~~Participate in Superintendent evaluation~~
  - ~~Annual organizational meeting held in May for election of chairperson and vice-chairperson~~~~
- ~~Set District policy by adopting and amending policies;~~
- ~~Be informed about your District by visiting the school as well as communicating with the Superintendent;~~
- ~~Show a keen interest in education and your District school;~~
- ~~Employ, dismiss, promote, transfer, assign, and retain employees:
 
  - ~~Relieve employees from duties due to lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;~~~~
- ~~Determine the methods, means, jobs, classifications, and personnel by which District operations are to be conducted;~~
- ~~Take actions necessary to carry out the missions of the District in situations of emergency;~~
- ~~Establish the methods and processes by which work is to be performed;~~
- ~~The Board reserves all rights, statutory and inherent as provided by state law;~~
- ~~The Board has the right to delegate authority to the Superintendent for the ongoing direction of all District programs;~~
- ~~All trustees shall participate on an equal basis with other members in all business transactions pertaining to the district;~~
- ~~Official action by Board members must occur at a duly called and legally conducted meeting;~~
- ~~Each trustee should vote on all issues, however, there are times when it is appropriate to abstain from voting (GGS Policy #1425)~~
- ~~Board shall recognize the value of public comment on educational issues and shall permit public participation during Board meetings;~~
- ~~Trustees normally attend workshops, training institutes and conferences;~~

~~Only minimum duties are listed. Other functions may be required as given or assigned. See Gallatin Gateway School Policy Manual~~

**DESIRED MINIMUM QUALIFICATIONS:**

Must be qualified to vote in the district and be a resident of the school district.

**WORK ENVIRONMENT:**

~~While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints:~~

~~The noise level in the work environment is usually moderate:~~

**PHYSICAL DEMANDS:**

~~While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds:~~

**MENTAL/MOTOR DEMANDS:**

~~The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:~~

History

Approved on: December 18, 2003

Revised on:

**SCHOOL BOARD VICE-CHAIRPERSON****REPORTS TO:** Board of Trustees**ESSENTIAL VICE-CHAIRPERSON FUNCTIONS:**

- Shall preside at all Board meetings in the absence of the Chairperson.
- Shall perform all the duties of the Chairperson in case of the Chairperson's absence or disability.
- Attend and contribute to monthly agenda meetings with Superintendent and District Clerk.

**ESSENTIAL TRUSTEE FUNCTIONS:**

- Attend all meetings of the Board of Trustees, unless excused by the chairperson:
  - Prepare for board meetings by reading board packet prior to meeting date
  - Research Board agenda items as needed
  - Participate in Board/community goal setting
  - Participate in Superintendent evaluation
  - Annual organizational meeting held in May for election of chairperson and vice-chairperson
- Set District policy by adopting and amending policies.
- Be informed about your District by visiting the school as well as communicating with the Superintendent.
- Show a keen interest in education and your District school.
- Employ, dismiss, promote, transfer, assign, and retain employees.
  - Relieve employees from duties due to lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive.
- Determine the methods, means, jobs, classifications, and personnel by which District operations are to be conducted.
- Take actions necessary to carry out the missions of the District in situations of emergency.
- Establish the methods and processes by which work is to be performed.
- The Board reserves all rights, statutory and inherent as provided by state law.
- The Board has the right to delegate authority to the Superintendent for the ongoing direction of all District programs.
- All trustees shall participate on an equal basis with other members in all business transactions pertaining to the district.
- Official action by Board members must occur at a duly called and legally conducted meeting.
- Each trustee should vote on all issues, however, there are times when it is appropriate to abstain from voting (GGS Policy #1425)
- Board shall recognize the value of public comment on educational issues and shall permit public participation during Board meetings.
- Trustees normally attend workshops, training institutes and conferences.

*Only minimum duties are listed. Other functions may be required as given or assigned. See Gallatin Gateway School Policy Manual*

**DESIRED MINIMUM QUALIFICATIONS:**

Must be qualified to vote in the district and be a resident of the school district.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

~~While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.~~

**MENTAL/MOTOR DEMANDS:**

~~The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

**History**

Approved on: December 18, 2003

Revised on:

## **ASSISTANT COACH**

**REPORTS TO:** Head Coach, Athletic Director and/or Superintendent

### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **SUMMARY OF FUNCTIONS:**

The Assistant Coach is responsible for assisting the head coach with conducting practices, motivating students, and instructing student athletes in game strategies, techniques, teamwork, and sportsmanship.

### **ESSENTIAL FUNCTIONS:**

- Act under the direction of the head coach and assumes the functions and duties of head coach in his/her absence.
- Promote an appreciation of physical fitness, teamwork, and sportsmanship.
- Coach participants in the skills necessary to develop their full potential as an athlete and help prepare athletes for participation at the next level.
- Maintain competency in rules, regulations, and coaching techniques for the sport.
- Assess player's skills, monitors and supervises players during competition and practice and provides appropriate feedback to the student athlete and head coach.
- Maintain discipline and sportsmanlike conduct of all participants and assists in delivering a firm, fair and consistent discipline system for the team and individual players.
- Assist Head Coach with an effective system for equipment and uniform accountability.
- In team activities, teach/coach the importance of teamwork.
- Model non discriminatory practices in all activities.
- Model good sportsmanship and enforces sportsmanlike behavior among the student athletes at all times.
- React to change productively and handle other tasks as assigned.
- Promote the values of responsibility and commitment, and emphasize the importance of academics first and foremost.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- Experience and/or education in the athletic activity that is being coached. MHSA knowledge encouraged.
- Holds a valid First Aid and CPR/AED card.
- Annually receives concussion training.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to follow both oral and written directions and instructions of the head coach and/or athletic director.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to perform duties with an awareness of all District requirements and Board policies.



- Ability to effectively manage time and responsibilities.
- Must be able to work closely with co-workers and set a positive example for the students.
- Ability to motivate the team and individual players.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Knowledge of general concepts of child growth, development, and behavior characteristics.

**EQUIPMENT USED:**

Stopwatch, a variety of electronic and technology devices, copy machine, fax machine, telephone/voice mail, score-keeping equipment or other equipment germane to the sport/activity.

**WORK ENVIRONMENT:**

The employee constantly works around others, works with the public, and works inside and outside. The noise level in the work environment varies, but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

**PHYSICAL DEMANDS:**

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Reasoning and exercising judgment are constantly used/required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**History**

Approved on:

Revised on:

**Information regarding the Permissive Levy and the 2008 Facility Condition Inventory report:**

Permissive levy use is restricted to the priority list in the overview section and requires the use of the PRC 907. (The 2008 FCI report is included in the packet.)

The priority order of this subfund is:

1. Facility condition inventory report created in 2008, as updated/revised and addressed by the district -must repair or address "safety, damage/wear out, codes and standards" items first. As noted previously, the report is intended to be regularly updated and the most recent updated version of the 2008 report controls the prioritization and spending on category 1-3 deficiencies.
2. After districts have addressed the inventory report repairs, schools can:
  - a) Further update the Facilities Condition Inventory which also has a requirement that the first update must be made by 7/1/2019 (FY 2020) with certification of completion to the OPI 10/31/2019, then every 5 years.
  - b) School districts can also concurrently begin working on operational efficiency and other major maintenance projects, provided that the projects meet the specifications of 20-9- 525(2), MCA.
3. After the updated inventory report is complete, the district can begin repairs as deemed necessary on the updated facility condition inventory report.

**Recommended Motion:**

To adopt the the Resolution of Intent to Impose and Increase in Levies for 2019-2020 school year.

## Agenda Item: Adoption of Resolution Estimating Changes in Revenues/Mills for FY20 (SB307)

---

This agenda item will require the board to discuss and approve the following items:

1. Approve wording of the resolution (see example from last year)
2. Approve wording at the bottom of the resolution regarding projects the Board feels the permissive levy will be used for. (see 2008 Facility Inventory report)

Information you may find helpful:

- In the 2017 Regular Session SB307 became law.
- SB307 states the following regarding the resolution that must be passed and advertised by the Board by March 31:

**Resolution of intent to increase nonvoted levy -- notice.** (1) *The trustees of a school district shall adopt a resolution no later than June 1 in fiscal year 2017 only and no later than March 31 in fiscal years 2018 and subsequent fiscal years and provide notice pursuant to subsection (2) whenever the trustees intend to impose an increase in a nonvoted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:*

(a) *the tuition fund under 20-5-324;*

(b) *the adult education fund under 20-7-705;*

(c) *the building reserve fund under 20-9-502 and 20-9-503;*

(d) *the transportation fund under 20-10-143 and 20-10-144; and*

(e) *the bus depreciation reserve fund under 20-10-147.*

(2) *The trustees shall provide notice of intent to impose an increase in a nonvoted levy for the ensuing school fiscal year by:*

(a) *adopting a resolution of intent to impose an increase in a nonvoted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to nonvoted levies under (1)(a) through (1)(e) imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000; and*

(b) *publishing a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.*

### **Building Reserve Permissive Levy:**

20-9-502, MCA, defines a calculation to determine the annual amount a district can budget as the school major maintenance amount. This calculation is the sum of \$15,000 per district (\$30,000 for a K-12 district) plus the product of \$100 multiplied by the district's budgeted ANB for the prior fiscal year.

For Gallatin Gateway School, this amount is \$30,600 for FY19. Noted on Preliminary Budget Data Sheet- page 39 of 63 (page 3).

In addition, the priority of allowable repairs in the Building Reserve Permissive Subfund is expressly listed in the statute.

**DRAFT**

**Gallatin Gateway School District #35  
Resolution of Intent to Impose an Increase in Levies**

BE IT RESOLVED, as an essential part of its budgeting process and commitment to financial transparency, the Gallatin Gateway School District #35 Board of Trustees is authorized by law to impose levies to support its annual budget. Senate Bill 307 (SB307), approved in 2017, requires the District to provide notice of its intent to increase nonvoted (permissive) levies in the ensuing fiscal year. Therefore, in accordance with SB307, Gallatin Gateway School District #35 Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2019. These estimates use certified taxable valuations from the current fiscal year as provided to the district:

| Fund Supported                | Estimated Change in Revenues* | Estimated Change in Mills* | Estimated Impact, Home of \$100,000 | Estimated Impact, Home of \$200,000 |
|-------------------------------|-------------------------------|----------------------------|-------------------------------------|-------------------------------------|
| General-BASE                  | -\$1,961                      | -.32                       | -\$0.43                             | -\$0.86                             |
| General-OverBASE              | \$9,585                       | 1.55                       | \$2.09                              | \$4.18                              |
| Transportation                | \$14,999                      | 2.42                       | \$3.27                              | \$6.54                              |
| Bus Depreciation              | \$4,559                       | 0.73                       | \$0.99                              | \$1.98                              |
| Tuition                       | \$0.00                        | 0.00                       | \$0.00                              | \$0.00                              |
| Adult Education               | \$7,884                       | 1.27                       | \$1.71                              | \$3.42                              |
| Technology                    | \$0.00                        | 0.00                       | \$0.00                              | \$0.00                              |
| Flexibility                   | \$0.00                        | 0.00                       | \$0.00                              | \$0.00                              |
| Debt Service                  | \$3,757                       | 0.60                       | \$0.81                              | \$1.62                              |
| Building Reserve (permissive) | \$900.00                      | .15                        | \$0.20                              | \$0.40                              |
| Building Reserve (voted)      | \$0.00                        | 0.00                       | \$0.00                              | \$0.00                              |
| <b>GRAND TOTAL:</b>           | <b>\$39,724</b>               | <b>6.40</b>                | <b>\$8.64</b>                       | <b>\$17.28</b>                      |

*\*The estimates provided at this time are preliminary and changes are anticipated before the final budgets are adopted in August 2019. In addition, per SB307, impacts above are based on current certified taxable valuations for FY19 with no increase. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than the estimates stated here.*

The District intends to use the permissive Building Reserve Levy listed above to:

- Lighting upgrades
- Flooring repair/replace
- HVAC system repair/replace
- Bleachers Repair/Replace
- **School Safety**

No further proceedings were conducted relating to the nonvoted levies and/or revenues of the transportation, bus depreciation, tuition, adult education, or building reserve funds.

**DRAFT**  
Aaron Schwidterman  
Board Chair

**DRAFT**  
Carrie Fisher  
District Clerk

DATED this 13<sup>th</sup> day of March, 2019.

**Gallatin Gateway School**

ALL-FUND DISTRICT PROJECTIONS AND SB307 NOTICE REQUIREMENTS

March 10, 2019

**TOTAL - ALL FUNDS USING PROJECTED TAXABLE VALUE:**

| Fund                        | 2018-19 Actual Levies |               | 2019-20 Projections |               |                  |              |                                    |                                    |
|-----------------------------|-----------------------|---------------|---------------------|---------------|------------------|--------------|------------------------------------|------------------------------------|
|                             | \$                    | Mills         | \$                  | Mills         | Change \$        | Change Mills | Est. Annual Tax Impact \$100K home | Est. Annual Tax Impact \$200K home |
| General - BASE              | \$ 255,558            | 41.18         | \$ 253,597          | 40.86         | \$ (1,961)       | (0.32)       | \$ (0.43)                          | \$ (0.86)                          |
| General - OverBASE          | \$ 246,027            | 39.64         | \$ 255,612          | 41.19         | \$ 9,585         | 1.55         | \$ 2.09                            | \$ 4.18                            |
| Transportation              | \$ 68,595             | 11.05         | \$ 83,594           | 13.47         | \$ 14,999        | 2.42         | \$ 3.27                            | \$ 6.54                            |
| Bus Depreciation            | \$ 25,063             | 4.04          | \$ 29,622           | 4.77          | \$ 4,559         | 0.73         | \$ 0.99                            | \$ 1.98                            |
| Tuition                     | \$ -                  | -             | \$ -                | -             | \$ -             | -            | \$ -                               | \$ -                               |
| Adult Ed                    | \$ -                  | -             | \$ 7,884            | 1.27          | \$ 7,884         | 1.27         | \$ 1.71                            | \$ 3.42                            |
| Technology                  | \$ 18,000             | 2.90          | \$ 18,000           | 2.90          | \$ -             | -            | \$ -                               | \$ -                               |
| Flexibility                 | \$ -                  | -             | \$ -                | -             | \$ -             | -            | \$ -                               | \$ -                               |
| Debt Service                | \$ 114,053            | 18.38         | \$ 117,810          | 18.98         | \$ 3,757         | 0.60         | \$ 0.81                            | \$ 1.62                            |
| Building Reserve Permissive | \$ 30,600             | 4.93          | \$ 31,500           | 5.08          | \$ 900           | 0.15         | \$ 0.20                            | \$ 0.40                            |
| Building Reserve Voted      | \$ 35,000             | 5.64          | \$ 35,000           | 5.64          | \$ -             | -            | \$ -                               | \$ -                               |
| <b>Grand Total</b>          | <b>\$ 792,896</b>     | <b>127.76</b> | <b>\$ 832,620</b>   | <b>134.16</b> | <b>\$ 39,724</b> | <b>6.40</b>  | <b>\$ 8.64</b>                     | <b>\$ 17.28</b>                    |

**TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:**

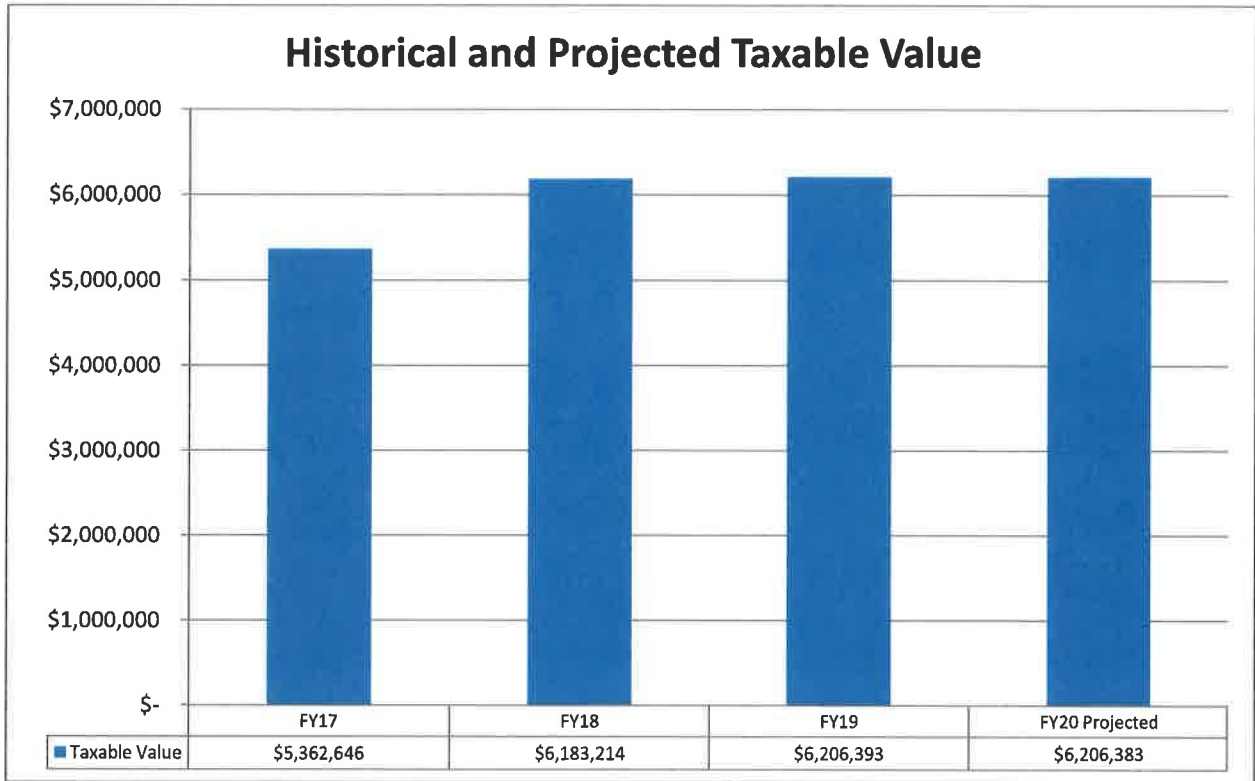
| Fund                        | 2018-19 Actual Levies |               | 2019-20 Projections |               |                  |              |                                    |                                    |
|-----------------------------|-----------------------|---------------|---------------------|---------------|------------------|--------------|------------------------------------|------------------------------------|
|                             | \$                    | Mills         | \$                  | Mills         | Change \$        | Change Mills | Est. Annual Tax Impact \$100K home | Est. Annual Tax Impact \$200K home |
| General - BASE              | \$ 255,558            | 41.18         | \$ 253,597          | 40.86         | \$ (1,961)       | (0.32)       | \$ (0.43)                          | \$ (0.86)                          |
| General - OverBASE          | \$ 246,027            | 39.64         | \$ 255,612          | 41.19         | \$ 9,585         | 1.55         | \$ 2.09                            | \$ 4.18                            |
| Transportation              | \$ 68,595             | 11.05         | \$ 83,594           | 13.47         | \$ 14,999        | 2.42         | \$ 3.27                            | \$ 6.54                            |
| Bus Depreciation            | \$ 25,063             | 4.04          | \$ 29,622           | 4.77          | \$ 4,559         | 0.73         | \$ 0.99                            | \$ 1.98                            |
| Tuition                     | \$ -                  | 0.00          | \$ -                | -             | \$ -             | -            | \$ -                               | \$ -                               |
| Adult Ed                    | \$ -                  | 0.00          | \$ 7,884            | 1.27          | \$ 7,884         | 1.27         | \$ 1.71                            | \$ 3.42                            |
| Technology                  | \$ 18,000             | 2.90          | \$ 18,000           | 2.90          | \$ -             | -            | \$ -                               | \$ -                               |
| Flexibility                 | \$ -                  | 0.00          | \$ -                | -             | \$ -             | -            | \$ -                               | \$ -                               |
| Debt Service                | \$ 114,053            | 18.38         | \$ 117,810          | 18.98         | \$ 3,757         | 0.60         | \$ 0.81                            | \$ 1.62                            |
| Building Reserve Permissive | \$ 30,600             | 4.93          | \$ 31,500           | 5.08          | \$ 900           | 0.15         | \$ 0.20                            | \$ 0.40                            |
| Building Reserve Voted      | \$ 35,000             | 5.64          | \$ 35,000           | 5.64          | \$ -             | -            | \$ -                               | \$ -                               |
| <b>Grand Total</b>          | <b>\$ 792,896</b>     | <b>127.76</b> | <b>\$ 832,620</b>   | <b>134.16</b> | <b>\$ 39,724</b> | <b>6.40</b>  | <b>\$ 8.64</b>                     | <b>\$ 17.28</b>                    |

**REQUIRED SB307 NOTICE (MILLS CALCULATED USING PRIOR YEAR TAXABLE VALUE):**

| Fund                        | 2018-19 Actual Levies |              | 2019-20 Projections |              |                  |              |                                    |                                    |
|-----------------------------|-----------------------|--------------|---------------------|--------------|------------------|--------------|------------------------------------|------------------------------------|
|                             | \$                    | Mills        | \$                  | Mills        | Change \$        | Change Mills | Est. Annual Tax Impact \$100K home | Est. Annual Tax Impact \$200K home |
| Transportation              | \$ 68,595             | 11.05        | \$ 83,594           | 13.47        | \$ 14,999        | 2.42         | \$ 3.27                            | \$ 6.54                            |
| Bus Depreciation            | \$ 25,063             | 4.04         | \$ 29,622           | 4.77         | \$ 4,559         | 0.73         | \$ 0.99                            | \$ 1.98                            |
| Tuition                     | \$ -                  | -            | \$ -                | -            | \$ -             | -            | \$ -                               | \$ -                               |
| Adult Ed                    | \$ -                  | -            | \$ 7,884            | 1.27         | \$ 7,884         | 1.27         | \$ 1.71                            | \$ 3.42                            |
| Building Reserve Permissive | \$ 30,600             | 4.93         | \$ 31,500           | 5.08         | \$ 900           | 0.15         | \$ 0.20                            | \$ 0.40                            |
| <b>Grand Total</b>          | <b>\$ 124,258</b>     | <b>20.02</b> | <b>\$ 152,600</b>   | <b>24.59</b> | <b>\$ 28,343</b> | <b>4.57</b>  | <b>\$ 6.17</b>                     | <b>\$ 12.34</b>                    |

District Name: Gallatin Gateway School

|               | FY17         | FY18         | FY19         | FY20 Projected |
|---------------|--------------|--------------|--------------|----------------|
| Taxable Value | \$ 5,362,646 | \$ 6,183,214 | \$ 6,206,393 | \$ 6,206,383   |



**Gallatin Gateway School**  
 FY2019-20 Proposed Adopted Budget  
 General Fund (01)  
 March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | -         |
| Fund Balance Reappropriated FY18: | \$ | 15,067.55 |
| Fund Balance Reappropriated FY19: | \$ | 3,566.42  |
| 3-year average:                   | \$ | 6,211.32  |

Projected Fund Balance Reappropriated

\$ -

Plus: Non-Levy Revenue\*

|   |    |            |
|---|----|------------|
| Interest (01-1510)                                  | \$ | 4,000.00   |
| Other Revenue (01-1900)                             | \$ | -          |
| Direct State Aid (01-3110)*                         | \$ | 520,898.26 |
| Quality Educator Payment (01-3111)*                 | \$ | 45,371.85  |
| At-Risk Student Payment (01-3112)*                  | \$ | 2,839.14   |
| Indian Education for All Payment (01-3113)*         | \$ | 3,733.20   |
| American Indian Achievement Gap Payment (01-3114)*  | \$ | 648.00     |
| Special Education Allowable Cost Payment (01-3115)* | \$ | 29,106.61  |
| Data for Achievement Payment (01-3116)*             | \$ | 3,575.10   |
| Guaranteed Tax Base Aid (01-3120)*                  | \$ | 168,792.66 |
| Other:  |    |            |
| Other:  |    |            |
| Other:  |    |            |
| Other:  |    |            |
| Other:  |    |            |
| Other:  |    |            |
| Subtotal: Non-Levy Revenue                          |    |            |

\$ 778,964.82

Plus: Levy Amounts:

|                 |    |            |
|-----------------|----|------------|
| BASE Levy*      | \$ | 253,597.24 |
| Over-BASE Levy* | \$ | 255,611.75 |

Total General Fund Levy

\$ 509,208.99

Equals: Proposed Adopted Budget

\$ 1,288,173.81

|               | BASE Levy       | Over-BASE Levy  | Total Levy      |
|---------------|-----------------|-----------------|-----------------|
| Amount        | \$ 253,597.24   | \$ 255,611.75   | \$ 509,208.99   |
| Taxable Value | \$ 6,206,383.00 | \$ 6,206,383.00 | \$ 6,206,383.00 |
| Levied Mills  | 40.86           | 41.19           | 82.05           |

\* From OPI General Fund Budget Spreadsheet or Preliminary Budget Data Sheets

**Gallatin Gateway School**

FY2019-20 Proposed Adopted Budget

Transportation Fund (10)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | 13,870.14 |
| Fund Balance Reappropriated FY18: | \$ | 8,146.24  |
| Fund Balance Reappropriated FY19: | \$ | 7,293.13  |
| 3-year average:                   | \$ | 9,769.84  |

Projected Fund Balance Reappropriated \$ 122.20

Plus: Non-Levy Revenue

|  |  |    |                  |
|--|--|----|------------------|
|  | Interest (10-1510)   | \$ | -                |
|  | County On-Schedule Transportation Reimbursement (10-2220)* | \$ | 10,516.74        |
|  | State On-Schedule Transportation Reimbursement (10-3210)*  | \$ | 10,516.74        |
|  | Other:   |    |                  |
|  | Other:   |    |                  |
|  | Other:   |    |                  |
|  | Other:   |    |                  |
|  | Other:   |    |                  |
|  | <b>Subtotal: Non-Levy Revenue</b>                          | \$ | <b>21,033.48</b> |

Plus: Permissive Levy Amount \$ 83,594.32

Equals: Proposed Adopted Budget \$ 104,750.00

|                         |    |              |
|-------------------------|----|--------------|
| Permissive Levy Amount: | \$ | 83,594.32    |
| Taxable Value:          | \$ | 6,206,383.00 |
| Levied Mills:           |    | 13.47        |

\* From OPI Transportation Fund Budget Spreadsheet



**Gallatin Gateway School**

FY2019-20 Proposed Adopted Budget

Bus Depreciation Fund (11)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                    |    |           |
|------------------------------------|----|-----------|
| Fund Balance Reappropriated FY17:  | \$ | 97,855.86 |
| Fund Balance Reappropriated FY18:  | \$ | 56,113.03 |
| Fund Balance Reappropriated FY198: | \$ | 62,454.80 |
| 3-year average:                    | \$ | 72,141.23 |

Projected Fund Balance Reappropriated \$ 7,561.34

Plus: Non-Levy Revenue

|        |                            |      |   |
|--------|----------------------------|------|---|
|        | Interest (11-1510)         | \$ - |   |
| Other: |                            |      |   |
| Other: |                            |      |   |
| Other: |                            |      |   |
| Other: |                            |      |   |
| Other: |                            |      |   |
|        | Subtotal: Non-Levy Revenue | \$   | - |

Plus: Permissive Levy Amount \$ 29,622.00

Equals: Proposed Adopted Budget \$ 37,183.34

|                         |    |              |
|-------------------------|----|--------------|
| Permissive Levy Amount: | \$ | 29,622.00    |
| Taxable Value:          | \$ | 6,206,383.00 |
| Levied Mills:           |    | 4.77         |

# Gallatin Gateway School

FY2019-20 Proposed Adopted Budget

Tuition (13)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |        |
|-----------------------------------|----|--------|
| Fund Balance Reappropriated FY17: | \$ | 855.92 |
| Fund Balance Reappropriated FY18: | \$ | 864.43 |
| Fund Balance Reappropriated FY19: | \$ | 875.25 |
| 3-year average:                   | \$ | 865.20 |

Projected Fund Balance Reappropriated \$ 885.25

Plus: Non-Levy Revenue

|        |                            |    |       |
|--------|----------------------------|----|-------|
|        | Interest (13-1510)         | \$ | 10.00 |
| Other: |                            |    |       |
| Other: |                            |    |       |
| Other: |                            |    |       |
| Other: |                            |    |       |
| Other: |                            |    |       |
|        | Subtotal: Non-Levy Revenue | \$ | 10.00 |

Plus: Permissive Levy Amount \$ -

Equals: Proposed Adopted Budget \$ 895.25

|                         |    |              |
|-------------------------|----|--------------|
| Permissive Levy Amount: | \$ | -            |
| Taxable Value:          | \$ | 6,206,383.00 |
| Levied Mills:           |    | -            |

**Gallatin Gateway School**

FY2019-20 Proposed Adopted Budget

Retirement Fund (14)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | -         |
| Fund Balance Reappropriated FY18: | \$ | 20,990.26 |
| Fund Balance Reappropriated FY19: | \$ | 60,332.31 |
| 3-year average:                   | \$ | 27,107.52 |

Projected Fund Balance Reappropriated

\$ 44,395.48

Plus: Non-Levy Revenue

|        |  |               |
|--------|--|---------------|
|        | Interest (14-1510)                       | \$ 350.00     |
|        | County Retirement Distribution (14-2240) | \$ 125,254.52 |
| Other: |  |               |
| Other: |  |               |
| Other: |  |               |
| Other: |  |               |

Subtotal: Non-Levy Revenue

\$ 125,604.52

Equals: Proposed Adopted Budget

\$ 170,000.00

# Gallatin Gateway School

FY2019-20 Proposed Adopted Budget

Adult Education Fund (17)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | 11,715.09 |
| Fund Balance Reappropriated FY18: | \$ | 18,158.06 |
| Fund Balance Reappropriated FY19: | \$ | 8,000.00  |
| 3-year average:                   | \$ | 12,624.38 |

Projected Fund Balance Reappropriated

\$ 15,215.85

Plus: Non-Levy Revenue

|        |                                |    |        |           |
|--------|--------------------------------|----|--------|-----------|
|        | Interest (17-1510)             | \$ | 200.00 |           |
|        | Adult Education Fees (17-1340) | \$ | 200.00 |           |
| Other: |                                |    |        |           |
| Other: |                                |    |        |           |
| Other: |                                |    |        |           |
| Other: |                                |    |        |           |
|        | Subtotal: Non-Levy Revenue     |    |        | \$ 400.00 |

Plus: Permissive Levy Amount

\$ 7,884.15

Equals: Proposed Adopted Budget

\$ 23,500.00

|                         |    |              |
|-------------------------|----|--------------|
| Permissive Levy Amount: | \$ | 7,884.15     |
| Taxable Value:          | \$ | 6,206,383.00 |
| Levied Mills:           |    | 1.27         |

**Gallatin Gateway School**

FY2019-20 Proposed Adopted Budget

Technology Fund (28)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                    |    |          |
|------------------------------------|----|----------|
| Fund Balance Reappropriated FY17:  | \$ | 2,245.35 |
| Fund Balance Reappropriated FY18:  | \$ | 241.58   |
| Fund Balance Reappropriated FY198: | \$ | 4,475.96 |
| 3-year average:                    | \$ | 2,320.96 |

Projected Fund Balance Reappropriated \$ 6,040.38

Plus: Non-Levy Revenue

|        |                                    |          |          |
|--------|------------------------------------|----------|----------|
|        | Interest (28-1510)                 | \$ 25.00 |          |
|        | State Technology Payment (28-3281) | \$ -     |          |
| Other: |                                    |          |          |
| Other: |                                    |          |          |
| Other: |                                    |          |          |
| Other: |                                    |          |          |
|        | Subtotal: Non-Levy Revenue         |          | \$ 25.00 |

Plus: Voter-Approved Levy Amount \$ 18,000.00

Equals: Proposed Adopted Budget \$ 24,065.38

|                             |    |              |
|-----------------------------|----|--------------|
| Voter-Approved Levy Amount: | \$ | 18,000.00    |
| Taxable Value:              | \$ | 6,206,383.00 |
| Levied Mills:               |    | 2.90         |

# Gallatin Gateway School

FY2019-20 Proposed Adopted Budget

Flexibility Fund (29)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | 57.13     |
| Fund Balance Reappropriated FY18: | \$ | 5,804.21  |
| Fund Balance Reappropriated FY19: | \$ | 10,921.82 |
| 3-year average:                   | \$ | 5,594.39  |

Projected Fund Balance Reappropriated

\$ 10,966.82

Plus: Non-Levy Revenue

|        |                            |          |          |
|--------|----------------------------|----------|----------|
|        | Interest (29-1510)         | \$ 45.00 |          |
| Other: |                            |          |          |
| Other: |                            |          |          |
| Other: |                            |          |          |
| Other: |                            |          |          |
| Other: |                            |          |          |
|        | Subtotal: Non-Levy Revenue |          | \$ 45.00 |

Plus: Voter-Approved Levy Amount

\$ -

Equals: Proposed Adopted Budget

\$ 11,011.82

|                      |    |              |
|----------------------|----|--------------|
| Voter-Approved Levy: | \$ | -            |
| Taxable Value:       | \$ | 6,206,383.00 |
| Levied Mills:        |    | -            |

# Gallatin Gateway School

FY2019-20 Proposed Adopted Budget

Debt Service (50)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | -         |
| Fund Balance Reappropriated FY18: | \$ | 10,567.71 |
| Fund Balance Reappropriated FY19: | \$ | 2,262.05  |
| 3-year average:                   | \$ | 4,276.59  |

Projected Fund Balance Reappropriated

\$ 249.78

Plus: Non-Levy Revenue

|        |                    |    |   |
|--------|--------------------|----|---|
|        | Interest (50-1510) | \$ | - |
| Other: |                    |    |   |
| Other: |                    |    |   |
| Other: |                    |    |   |
| Other: |                    |    |   |
| Other: |                    |    |   |

Subtotal: Non-Levy Revenue

\$ -

Plus: Voter-Approved Levy Amount

\$ 117,810.22

Equals: Proposed Adopted Budget

\$ 118,060.00

|                             |    |              |
|-----------------------------|----|--------------|
| Voter-Approved Levy Amount: | \$ | 117,810.22   |
| Taxable Value:              | \$ | 6,206,383.00 |
| Levied Mills:               |    | 18.98        |

**Gallatin Gateway School**

FY2019-20 Proposed Adopted Budget

Building Reserve Fund (61)

March 10, 2019

Projecting Fund Balance Reappropriated:

|                                   |    |           |
|-----------------------------------|----|-----------|
| Fund Balance Reappropriated FY17: | \$ | 53,208.27 |
| Fund Balance Reappropriated FY18: | \$ | 61,602.20 |
| Fund Balance Reappropriated FY19  | \$ | 94,207.16 |
| 3-year average:                   | \$ | 69,672.54 |

Projected Fund Balance Reappropriated \$ 135,000.00

Plus: Non-Levy Revenue

|                            |                    |    |           |
|----------------------------|--------------------|----|-----------|
|                            | Interest (61-1510) | \$ | 500.00    |
| Other:                     |                    |    |           |
| Other:                     |                    |    |           |
| Other:                     |                    |    |           |
| Other:                     |                    |    |           |
| Subtotal: Non-Levy Revenue |                    |    | \$ 500.00 |

Plus: Total Permissive and Voter-Approved Levy Amount \$ 66,500.00

Equals: Proposed Adopted Budget \$ 202,000.00

Levied Mills:

|               | Voter-Approved Levy | Permissive Levy | Total Levy      |
|---------------|---------------------|-----------------|-----------------|
| Amount        | \$ 35,000.00        | \$ 31,500.00    | \$ 66,500.00    |
| Taxable Value | \$ 6,206,383.00     | \$ 6,206,383.00 | \$ 6,206,383.00 |
| Levied Mills  | 5.64                | 5.08            | 10.72           |



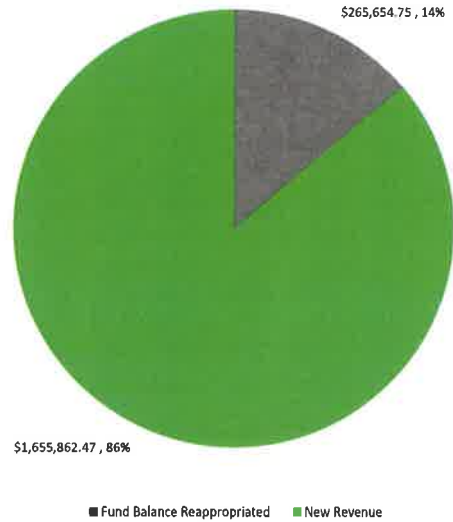
**2019 MASBO BUDGET WORKSHOPS**  
**FUND BALANCE AND FINANCING SOURCES**  
 Spring 2019

District: Gallatin Gateway School

| <u>FY18 Ending/FY19 Beginning Fund Balance Analysis</u> | General            | Transportation     | Bus Depreciation    | Tuition          | Retirement          | Adult Ed            | Technology         | Flexibility         | Debt Service       | Building Reserve    | Total                |
|---|--------------------|--------------------|---------------------|------------------|---------------------|---------------------|--------------------|---------------------|--------------------|---------------------|----------------------|
| Reserves  | \$ 122,734.26      | \$ 19,950.00       | \$ -                | \$ -             | \$ 34,899.25        | \$ -                | \$ -               | \$ -                | \$ -               | \$ -                | \$ 177,583.51        |
| <u>Fund Balance Reappropriated</u>                      | <u>\$ 3,566.42</u> | <u>\$ 7,293.13</u> | <u>\$ 62,454.80</u> | <u>\$ 875.25</u> | <u>\$ 60,332.31</u> | <u>\$ 19,265.85</u> | <u>\$ 4,475.96</u> | <u>\$ 10,921.82</u> | <u>\$ 2,262.05</u> | <u>\$ 94,207.16</u> | <u>\$ 265,654.75</u> |
| FY18 Ending Fund Balance                                | \$ 126,300.68      | \$ 27,243.13       | \$ 62,454.80        | \$ 875.25        | \$ 95,231.56        | \$ 19,265.85        | \$ 4,475.96        | \$ 10,921.82        | \$ 2,262.05        | \$ 94,207.16        | \$ 443,238.26        |

| <u>FY19 Funding Sources</u>     | General         | Transportation | Bus Depreciation | Tuition   | Retirement    | Adult Ed     | Technology   | Flexibility  | Debt Service  | Building Reserve | Total           |
|---------------------------------|-----------------|----------------|------------------|-----------|---------------|--------------|--------------|--------------|---------------|------------------|-----------------|
| Fund Balance Reappropriated     | \$ 3,566.42     | \$ 7,293.13    | \$ 62,454.80     | \$ 875.25 | \$ 60,332.31  | \$ 19,265.85 | \$ 4,475.96  | \$ 10,921.82 | \$ 2,262.05   | \$ 94,207.16     | \$ 265,654.75   |
| + New Revenue                   | \$ 1,223,776.21 | \$ 92,456.87   | \$ 25,862.52     | \$ 10.00  | \$ 114,163.92 | \$ 250.00    | \$ 18,025.00 | \$ 45.00     | \$ 114,052.95 | \$ 67,220.00     | \$ 1,655,862.47 |
| FY19 Adopted Expenditure Budget | \$ 1,227,342.63 | \$ 99,750.00   | \$ 88,317.32     | \$ 885.25 | \$ 174,496.23 | \$ 19,515.85 | \$ 22,500.96 | \$ 10,966.82 | \$ 116,315.00 | \$ 161,427.16    | \$ 1,921,517.22 |

FY2018-19 Funding Sources



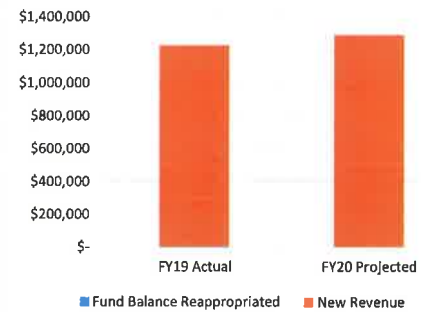
**2019 MASBO BUDGET WORKSHOPS**  
**FUND BALANCE WORKSHEET - GENERAL FUND**  
 Spring 2019

District: Gallatin Gateway School

|   | FY2018-19 Budget       | FY2018-19<br>Projected Actual | Difference           |
|---|------------------------|-------------------------------|----------------------|
| Beginning Fund Balance:                         | \$ 126,300.68          | \$ 126,300.68                 | \$ -                 |
| <b>Plus Revenue:</b>                            |                        |                               |                      |
| 01-3110 Direct State Aid                        | \$ 496,734.12          | \$ 496,734.12                 | \$ -                 |
| 01-3111 Quality Educator Payment                | 43,333.73              | 43,333.73                     | -                    |
| 01-3112 At Risk Student Payment                 | 3,207.06               | 3,191.02                      | (16.04)              |
| 01-3113 Indian Ed for All Payment               | 3,590.40               | 3,590.40                      | -                    |
| 01-3114 American Indian Achievement Gap Payment | 642.00                 | 642.00                        | -                    |
| 01-3115 Special Ed Allowable Cost Payment       | 24,844.05              | 24,719.83                     | (124.22)             |
| 01-3116 Data for Achievement Payment            | 3,438.60               | -                             | (3,438.60)           |
| 01-3120 State Guaranteed Tax Base Aid Payment   | 142,400.44             | 142,400.44                    | -                    |
| Various Actual Non-Levy Revenue                 | 4,008.81               | 4,008.81                      | -                    |
| Various Anticipated Non-Levy Revenue            | -                      | -                             | -                    |
| 01-11XX Local Property Taxes                    | 501,585.00             | 502,683.49                    | 1,098.49             |
| <b>Total Revenue</b>                            | <b>\$ 1,223,784.21</b> | <b>\$ 1,221,303.84</b>        | <b>\$ (2,480.37)</b> |
| <b>Less Expenditures:</b>                       | <b>\$ 1,227,342.63</b> | <b>\$ 1,217,919.30</b>        | <b>\$ (9,423.33)</b> |
| <b>Equals: Ending Fund Balance</b>              | <b>\$ 122,742.26</b>   | <b>\$ 129,685.22</b>          | <b>\$ 6,942.96</b>   |

|                               | FY19 Actual       | FY20 Projected    |
|-------------------------------|-------------------|-------------------|
| <b>Reserves and Funding:</b>  |                   |                   |
| Adopted Budget                | \$ 1,227,342.63   | \$ 1,288,173.81   |
| <b>Fund Balance Analysis:</b> |                   |                   |
| Reserves (10% max)            | \$ 122,742.26 10% | \$ 128,817.38 10% |
| + Fund Balance Reappropriated | \$ 3,558.42       | \$ 867.84         |
| Beginning Fund Balance        | \$ 126,300.68     | \$ 129,685.22     |
| <b>Funding Sources:</b>       |                   |                   |
| Fund Balance Reappropriated   | \$ 3,558.42       | \$ 867.84         |
| + New Revenue                 | \$ 1,223,784.21   | \$ 1,287,305.97   |
| Adopted Expenditure Budget    | \$ 1,227,342.63   | \$ 1,288,173.81   |

**General Fund  
 FY19 & FY20 Funding Comparison**



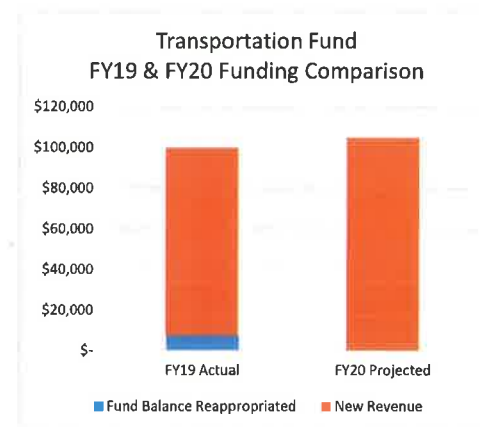
**2019 MASBO BUDGET WORKSHOPS**  
 FUND BALANCE WORKSHEET - TRANSPORTATION FUND  
 Spring 2019

District: Gallatin Gateway School

|   | FY2018-19 Budget    | FY2018-19 Projected Actual | Difference         |
|---|---------------------|----------------------------|--------------------|
| Beginning Fund Balance:                                 | \$ 27,243.13        | \$ 27,243.13               | \$ -               |
| <u>Plus Revenue:</u>                                    |                     |                            |                    |
| 10-2220 County On-Schedule Transportation Reimbursement | \$ 10,755.75        | \$ 10,516.74               | \$ (239.01)        |
| 10-3210 State On-Schedule Transportation Reimbursement  | 10,755.76           | 10,516.74                  | (239.02)           |
| 10-1510 Interest Earnings                               | 350.00              | 350.00                     | -                  |
| 10-1410 Transporation Fees                              | 2,000.00            | 2,000.00                   | -                  |
|   |                     |                            | -                  |
|   |                     |                            | -                  |
|   |                     |                            | -                  |
| 10-11XX Local Property Taxes                            | 68,595.36           | 68,745.59                  | 150.23             |
| <b>Total Revenue</b>                                    | <b>\$ 92,456.87</b> | <b>\$ 92,129.07</b>        | <b>\$ (327.80)</b> |
| Less Expenditures:                                      | \$ 99,750.00        | \$ 98,300.00               | \$ (1,450.00)      |
| <b>Equals: Ending Fund Balance</b>                      | <b>\$ 19,950.00</b> | <b>\$ 21,072.20</b>        | <b>\$ 1,122.20</b> |

|                               | FY19 Actual      | FY20 Projected      |
|-------------------------------|------------------|---------------------|
| <u>Reserves and Funding:</u>  |                  |                     |
| Adopted Budget                | \$ 99,750.00     | \$ 104,750.00       |
| <u>Fund Balance Analysis:</u> |                  |                     |
| Reserves (20% max)            | \$ 19,950.00 20% | \$ 20,950.00 20.00% |
| + Fund Balance Reappropriated | \$ 7,293.13      | \$ 122.20           |
| Beginning Fund Balance        | \$ 27,243.13     | \$ 21,072.20        |
| <u>Funding Sources:</u>       |                  |                     |
| Fund Balance Reappropriated   | \$ 7,293.13      | \$ 122.20           |
| + New Revenue                 | \$ 92,456.87     | \$ 104,627.80       |
| Adopted Expenditure Budget    | \$ 99,750.00     | \$ 104,750.00       |

**PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)**  
**\$ 12,170.93**



**2019 MASBO BUDGET WORKSHOPS**  
 FUND BALANCE WORKSHEET - BUS DEPRECIATION FUND  
 Spring 2019

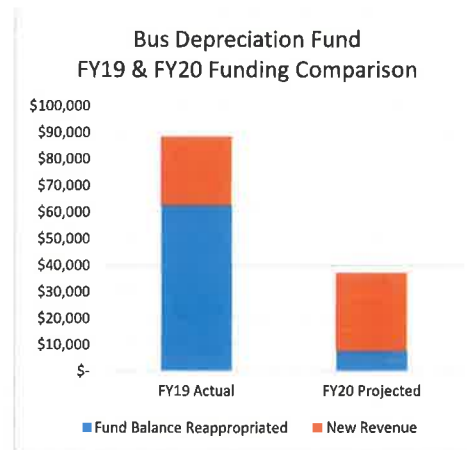
District: Gallatin Gateway School

|                                    | FY2018-19 Budget    | FY2018-19 Projected Actual | Difference         |
|------------------------------------|---------------------|----------------------------|--------------------|
| Beginning Fund Balance:            | \$ 62,454.80        | \$ 62,454.80               | \$ -               |
| <b>Plus Revenue:</b>               |                     |                            |                    |
| 11-1510 Interest Earnings          | 800.00              | 800.00                     | -                  |
| 11-11XX Local Property Taxes       | 25,062.52           | 25,117.41                  | 54.89              |
| <b>Total Revenue</b>               | <b>\$ 25,862.52</b> | <b>\$ 25,917.41</b>        | <b>\$ 54.89</b>    |
| Less Expenditures:                 | \$ 88,317.32        | \$ 80,810.87               | \$ (7,506.45)      |
| <b>Equals: Ending Fund Balance</b> | <b>\$ -</b>         | <b>\$ 7,561.34</b>         | <b>\$ 7,561.34</b> |

|                               | FY19 Actual  | FY20 Projected |
|-------------------------------|--------------|----------------|
| <b>Reserves and Funding:</b>  |              |                |
| Adopted Budget                | \$ 88,317.32 | \$ 37,183.34   |
| <b>Fund Balance Analysis:</b> |              |                |
| Reserves                      | \$ -         | \$ -           |
| + Fund Balance Reappropriated | \$ 62,454.80 | \$ 7,561.34    |
| Beginning Fund Balance        | \$ 62,454.80 | \$ 7,561.34    |
| <b>Funding Sources:</b>       |              |                |
| Fund Balance Reappropriated   | \$ 62,454.80 | \$ 7,561.34    |
| + New Revenue                 | \$ 25,862.52 | \$ 29,622.00   |
| Adopted Expenditure Budget    | \$ 88,317.32 | \$ 37,183.34   |

**PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)**

**\$ 3,759.48**



**2019 MASBO BUDGET WORKSHOPS**  
**FUND BALANCE WORKSHEET - TUITION FUND**  
 Spring 2019

District: Gallatin Gateway School

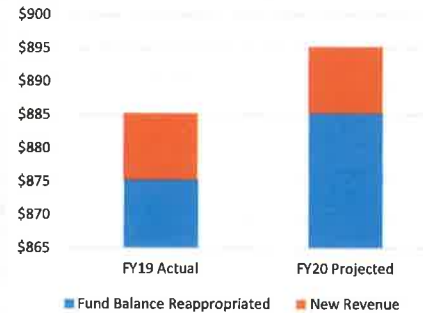
|                                    | FY2018-19 Budget | FY2018-19<br>Projected Actual | Difference      |
|------------------------------------|------------------|-------------------------------|-----------------|
| Beginning Fund Balance:            | \$ 875.25        | \$ 885.25                     | \$ 10.00        |
| <u>Plus Revenue:</u>               |                  |                               |                 |
| 13-1510 Interest Earnings          | 10.00            | 10.00                         | -               |
| 13-11XX Local Property Taxes       | -                | -                             | -               |
| <b>Total Revenue</b>               | <b>\$ 10.00</b>  | <b>\$ 10.00</b>               | <b>\$ -</b>     |
| <u>Less Expenditures:</u>          | \$ -             | \$ -                          | \$ -            |
| <b>Equals: Ending Fund Balance</b> | <b>\$ 885.25</b> | <b>\$ 895.25</b>              | <b>\$ 10.00</b> |

|                               | FY19 Actual | FY20 Projected |
|-------------------------------|-------------|----------------|
| <u>Reserves and Funding:</u>  |             |                |
| Adopted Budget                | \$ 885.25   | \$ 895.25      |
| <u>Fund Balance Analysis:</u> |             |                |
| Reserves                      | \$ -        | \$ -           |
| + Fund Balance Reappropriated | \$ 875.25   | \$ 885.25      |
| Beginning Fund Balance        | \$ 875.25   | \$ 885.25      |
| <u>Funding Sources:</u>       |             |                |
| Fund Balance Reappropriated   | \$ 875.25   | \$ 885.25      |
| + New Revenue                 | \$ 10.00    | \$ 10.00       |
| Adopted Expenditure Budget    | \$ 885.25   | \$ 895.25      |

**PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)**

**\$ -**

**Tuition Fund  
 FY19 & FY20 Funding Comparison**



**2019 MASBO BUDGET WORKSHOPS**  
**FUND BALANCE WORKSHEET - RETIREMENT FUND**  
 Spring 2019

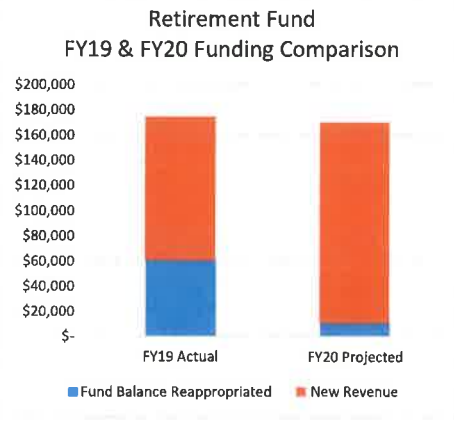
District: Gallatin Gateway School

|  | FY2018-19 Budget     | FY2018-19 Projected Actual | Difference    |
|--|----------------------|----------------------------|---------------|
| Beginning Fund Balance:                | \$ 95,231.56         | \$ 95,231.56               | \$ -          |
| <b>Plus Revenue:</b>                   |                      |                            |               |
| 14-2240 County Retirement Distribution | \$ 113,813.92        | \$ 113,813.92              | \$ -          |
| 14-1510 Interest Earnings              | 350.00               | 350.00                     | -             |
|  |                      |                            |               |
|  |                      |                            |               |
|  |                      |                            |               |
|  |                      |                            |               |
|  |                      |                            |               |
|  |                      |                            |               |
| <b>Total Revenue</b>                   | <b>\$ 114,163.92</b> | <b>\$ 114,163.92</b>       | <b>\$ -</b>   |
| Less Expenditures:                     | \$ 174,496.23        | \$ 165,000.00              | \$ (9,496.23) |
| Equals: Ending Fund Balance            | \$ 34,899.25         | \$ 44,395.48               | \$ 9,496.23   |

|                               | FY19 Actual      | FY20 Projected   |
|-------------------------------|------------------|------------------|
| <b>Reserves and Funding:</b>  |                  |                  |
| Adopted Budget                | \$ 174,496.23    | \$ 170,000.00    |
| <b>Fund Balance Analysis:</b> |                  |                  |
| Reserves (20% max)            | \$ 34,899.25 20% | \$ 34,000.00 20% |
| + Fund Balance Reappropriated | \$ 60,332.31     | \$ 10,395.48     |
| Beginning Fund Balance        | \$ 95,231.56     | \$ 44,395.48     |
| <b>Funding Sources:</b>       |                  |                  |
| Fund Balance Reappropriated   | \$ 60,332.31     | \$ 10,395.48     |
| + New Revenue                 | \$ 114,163.92    | \$ 159,604.52    |
| Adopted Expenditure Budget    | \$ 174,496.23    | \$ 170,000.00    |

**PROJECTED CHANGE IN COUNTY RETIREMENT DISTRIBUTION**  
 (a.k.a. countywide property taxes, assuming no change in other non-levy revenues)

**\$ 45,440.60**



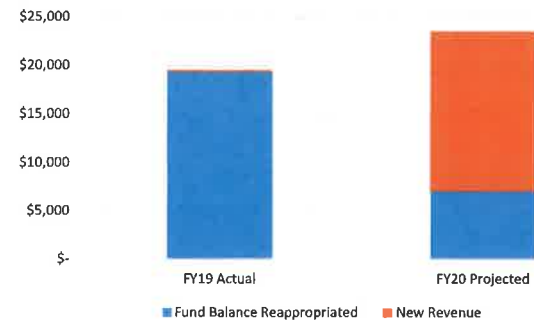
**2019 MASBO BUDGET WORKSHOPS**  
**FUND BALANCE WORKSHEET - ADULT ED FUND**  
 Spring 2019

District: Gallatin Gateway School

|                                    | FY2018-19 Budget    | FY2018-19 Projected Actual | Difference            |
|------------------------------------|---------------------|----------------------------|-----------------------|
| Beginning Fund Balance:            | \$ 19,265.85        | \$ 19,265.85               | \$ -                  |
| <b>Plus Revenue:</b>               |                     |                            |                       |
| 17-1340 Adult Ed Course Fees       | \$ -                | \$ 200.00                  | \$ 200.00             |
| 17-1510 Interest Earnings          | 250.00              | 250.00                     | -                     |
|                                    |                     |                            |                       |
| 17-11XX Local Property Taxes       | -                   | -                          | -                     |
| <b>Total Revenue</b>               | <b>\$ 250.00</b>    | <b>\$ 450.00</b>           | <b>\$ 200.00</b>      |
| <b>Less Expenditures:</b>          | <b>\$ 19,515.85</b> | <b>\$ 4,500.00</b>         | <b>\$ (15,015.85)</b> |
| <b>Equals: Ending Fund Balance</b> | <b>\$ -</b>         | <b>\$ 15,215.85</b>        | <b>\$ 15,215.85</b>   |

|  | FY19 Actual  | FY20 Projected      |
|--|--------------|---------------------|
| <b>Reserves and Funding:</b>   |              |                     |
| Adopted Budget   | \$ 19,515.85 | \$ 23,500.00        |
| <b>Fund Balance Analysis:</b>  |              |                     |
| Reserves (35% max)   | \$ - 0%      | \$ 8,225.00 35%     |
| + Fund Balance Reappropriated  | \$ 19,265.85 | \$ 6,990.85         |
| Beginning Fund Balance   | \$ 19,265.85 | \$ 15,215.85        |
| <b>Funding Sources:</b>  |              |                     |
| Fund Balance Reappropriated  | \$ 19,265.85 | \$ 6,990.85         |
| + New Revenue  | \$ 250.00    | \$ 16,509.15        |
| Adopted Expenditure Budget   | \$ 19,515.85 | \$ 23,500.00        |
| <b>PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)</b> |              | <b>\$ 16,259.15</b> |

**Adult Ed Fund  
 FY19 & FY20 Funding Sources**



**2019 MASBO BUDGET WORKSHOPS**  
**FUND BALANCE WORKSHEET - TECHNOLOGY FUND**  
 Spring 2019

District: Gallatin Gateway School

|                                    | FY2018-19 Budget    | FY2018-19<br>Projected Actual | Difference           |
|------------------------------------|---------------------|-------------------------------|----------------------|
| Beginning Fund Balance:            | \$ 4,475.96         | \$ 4,475.96                   | \$ -                 |
| <u>Plus Revenue:</u>               |                     |                               |                      |
| 28-1510 Interest Earnings          | 25.00               | 25.00                         | -                    |
| 28-11XX Local Property Taxes       | 18,000.00           | 18,039.42                     | 39.42                |
| <b>Total Revenue</b>               | <b>\$ 18,025.00</b> | <b>\$ 18,064.42</b>           | <b>\$ 39.42</b>      |
| <u>Less Expenditures:</u>          | <u>\$ 22,500.96</u> | <u>\$ 16,500.00</u>           | <u>\$ (6,000.96)</u> |
| <b>Equals: Ending Fund Balance</b> | <b>\$ -</b>         | <b>\$ 6,040.38</b>            | <b>\$ 6,040.38</b>   |

| <u>Reserves and Funding:</u> | FY19 Actual  | FY20 Projected |
|------------------------------|--------------|----------------|
| Adopted Budget               | \$ 22,500.96 | \$ 24,065.38   |

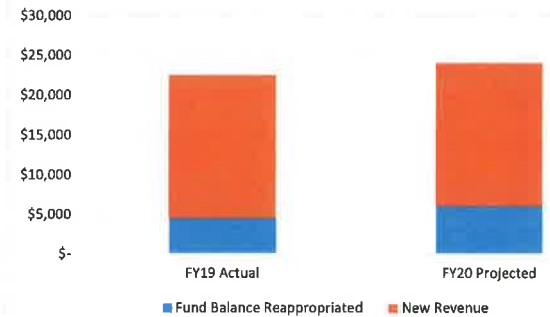
| <u>Fund Balance Analysis:</u>        | FY19 Actual | FY20 Projected |
|--------------------------------------|-------------|----------------|
| Reserves                             | \$ -        | \$ -           |
| + <u>Fund Balance Reappropriated</u> | \$ 4,475.96 | \$ 6,040.38    |
| Beginning Fund Balance               | \$ 4,475.96 | \$ 6,040.38    |

| <u>Funding Sources:</u>     | FY19 Actual  | FY20 Projected |
|-----------------------------|--------------|----------------|
| Fund Balance Reappropriated | \$ 4,475.96  | \$ 6,040.38    |
| + <u>New Revenue</u>        | \$ 18,025.00 | \$ 18,025.00   |
| Adopted Expenditure Budget  | \$ 22,500.96 | \$ 24,065.38   |

**PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)**

\$ -

**Technology Fund  
 FY19 - FY20 Funding Source Comparison**





**2019 MASBO BUDGET WORKSHOPS**  
 FUND BALANCE WORKSHEET - FLEXIBILITY FUND  
 Spring 2019

District: Gallatin Gateway School

|                                    | FY2018-19 Budget    | FY2018-19 Projected Actual | Difference            |
|------------------------------------|---------------------|----------------------------|-----------------------|
| Beginning Fund Balance:            | \$ 10,921.82        | \$ 10,921.82               | \$ -                  |
| <u>Plus Revenue:</u>               |                     |                            |                       |
| 29-1510 Interest Earnings          | 45.00               | 45.00                      | -                     |
| 29-11XX Local Property Taxes       | -                   | -                          | -                     |
| <b>Total Revenue</b>               | <b>\$ 45.00</b>     | <b>\$ 45.00</b>            | <b>\$ -</b>           |
| <u>Less Expenditures:</u>          | <u>\$ 10,966.82</u> | <u>\$ -</u>                | <u>\$ (10,966.82)</u> |
| <b>Equals: Ending Fund Balance</b> | <b>\$ -</b>         | <b>\$ 10,966.82</b>        | <b>\$ 10,966.82</b>   |

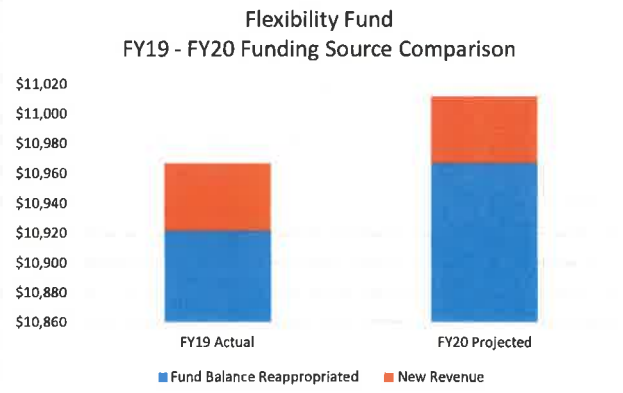
| <u>Reserves and Funding:</u> | FY19 Actual  | FY20 Projected |
|------------------------------|--------------|----------------|
| Adopted Budget               | \$ 10,966.82 | \$ 11,011.82   |

| <u>Fund Balance Analysis:</u> | FY19 Actual  | FY20 Projected |
|-------------------------------|--------------|----------------|
| Reserves                      | \$ -         | \$ -           |
| + Fund Balance Reappropriated | \$ 10,921.82 | \$ 10,966.82   |
| Beginning Fund Balance        | \$ 10,921.82 | \$ 10,966.82   |

| <u>Funding Sources:</u>     | FY19 Actual  | FY20 Projected |
|-----------------------------|--------------|----------------|
| Fund Balance Reappropriated | \$ 10,921.82 | \$ 10,966.82   |
| + New Revenue               | \$ 45.00     | \$ 45.00       |
| Adopted Expenditure Budget  | \$ 10,966.82 | \$ 11,011.82   |

**PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)**

\$ -



**2019 MASBO BUDGET WORKSHOPS**

FUND BALANCE WORKSHEET - DEBT SERVICE FUND

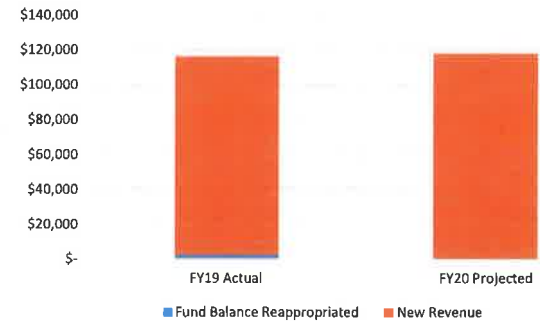
Spring 2019

District: Gallatin Gateway School

|                                    | FY2018-19 Budget     | FY2018-19<br>Projected Actual | Difference       |
|------------------------------------|----------------------|-------------------------------|------------------|
| Beginning Fund Balance:            | \$ 2,262.05          | \$ 2,262.05                   | \$ -             |
| <u>Plus Revenue:</u>               |                      |                               |                  |
| 50-1510 Interest Earnings          | \$ -                 | \$ -                          | \$ -             |
|                                    |                      |                               |                  |
| 50-11XX Local Property Taxes       | 114,052.95           | 114,302.73                    | 249.78           |
| <u>Total Revenue</u>               | <u>\$ 114,052.95</u> | <u>\$ 114,302.73</u>          | <u>\$ 249.78</u> |
| <u>Less Expenditures:</u>          | <u>\$ 116,315.00</u> | <u>\$ 116,315.00</u>          | <u>\$ -</u>      |
| <u>Equals: Ending Fund Balance</u> | <u>\$ -</u>          | <u>\$ 249.78</u>              | <u>\$ 249.78</u> |

|  | FY19 Actual   | FY20 Projected     |
|--|---------------|--------------------|
| <u>Reserves and Funding:</u>   |               |                    |
| Adopted Budget   | \$ 116,315.00 | \$ 118,060.00      |
| <u>Fund Balance Analysis:</u>  |               |                    |
| Reserves   | \$ - 0%       | \$ 249.78 0%       |
| + Fund Balance Reappropriated  | \$ 2,262.05   | \$ -               |
| Beginning Fund Balance   | \$ 2,262.05   | \$ 249.78          |
| <u>Funding Sources:</u>  |               |                    |
| Fund Balance Reappropriated  | \$ 2,262.05   | \$ -               |
| + New Revenue  | \$ 114,052.95 | \$ 118,060.00      |
| Adopted Expenditure Budget   | \$ 116,315.00 | \$ 118,060.00      |
| <b>PROJECTED CHANGE IN LOCAL PROPERTY TAXES (assumes no change in non-levy revenues)</b> |               | <u>\$ 4,007.05</u> |

Debt Service Fund  
FY19 & FY20 Funding Sources



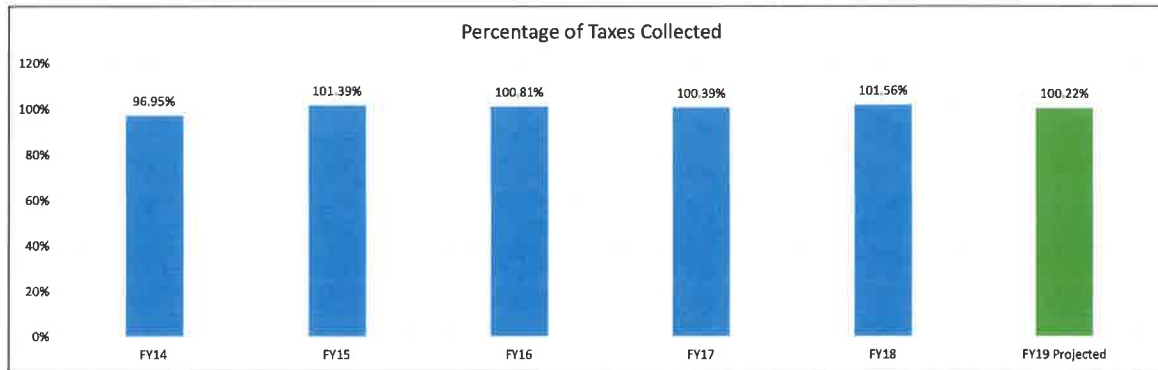
**Debt Service Schedule**  
**Bond Issue 2011 - Re-finance 2000 Issue**

| <u>Fiscal Year</u> | <u>Bonds Payable Balance</u> | <u>Principal Payments</u> | <u>Interest Payments</u> | <u>Interest per FY</u> | <u>Total Per Fiscal Year</u> | <u>Coupon Rate</u> | <u>Date Paid</u> |
|--------------------|------------------------------|---------------------------|--------------------------|------------------------|------------------------------|--------------------|------------------|
|                    | \$975,000.00                 |                           | \$17,738.68              |                        |                              |                    | Dec-11           |
| FY12               |                              | \$80,000.00               | \$13,032.50              | \$30,771.18            | \$110,771.18                 | 1.00               | Jun-12           |
| FY13               | \$895,000.00                 | \$85,000.00               | \$12,632.50              | \$25,265.00            | \$110,265.00                 | 1.00               | Dec-12           |
|                    | \$810,000.00                 |                           | \$12,207.50              |                        |                              |                    | Jun-13           |
| FY14               |                              | \$80,000.00               | \$12,207.50              | \$24,415.00            | \$104,415.00                 | 3.00               | Dec-13           |
|                    | \$730,000.00                 |                           | \$11,007.50              |                        |                              |                    | Jun-14           |
| FY15               |                              | \$95,000.00               | \$11,007.50              | \$22,015.00            | \$117,015.00                 | 3.00               | Dec-14           |
|                    | \$635,000.00                 |                           | \$9,582.50               |                        |                              |                    | Jun-15           |
| FY16               |                              | \$100,000.00              | \$9,582.50               | \$19,165.00            | \$119,165.00                 | 3.00               | Dec-15           |
|                    | \$535,000.00                 |                           | \$8,082.50               |                        |                              |                    | Jun-16           |
| FY17               |                              | \$100,000.00              | \$8,082.50               | \$16,165.00            | \$116,165.00                 | 2.45               | Dec-16           |
|                    | \$435,000.00                 |                           | \$6,857.50               |                        |                              |                    | Jun-17           |
| FY18               |                              | \$100,000.00              | \$6,857.50               | \$13,715.00            | \$113,715.00                 | 2.75               | Dec-17           |
|                    | \$335,000.00                 |                           | \$5,482.50               |                        |                              |                    | Jun-18           |
| FY19               |                              | \$105,000.00              | \$5,482.50               | \$10,965.00            | \$115,965.00                 | 3.10               | Dec-18           |
|                    | \$230,000.00                 |                           | \$3,855.00               |                        |                              |                    | Jun-19           |
| FY20               |                              | \$110,000.00              | \$3,855.00               | \$7,710.00             | \$117,710.00                 | 3.30               | Dec-19           |
|                    | \$120,000.00                 |                           | \$2,040.00               |                        |                              |                    | Jun-20           |
| FY21               |                              | \$120,000.00              | \$2,040.00               | \$4,080.00             | \$124,080.00                 | 3.40               | Dec-20           |
|                    | \$0.00                       |                           |                          |                        |                              |                    | Jun-21           |
| <b>Totals</b>      |                              | <b>\$975,000.00</b>       | <b>\$174,266.18</b>      |                        |                              |                    |                  |

**2019 MASBO BUDGET WORKSHOPS**  
 HISTORICAL AND PROJECTED GENERAL FUND TAX COLLECTIONS  
 Spring 2019

District: Gallatin Gateway School

|                              | FY14              | FY15              | FY16              | FY17              | FY18              | FY19 Projected    |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Taxes Levied:</b>         |                   |                   |                   |                   |                   |                   |
| General Fund                 | \$ 385,726        | \$ 397,824        | \$ 400,839        | \$ 437,124        | \$ 512,769        | \$ 501,585        |
| Transportation Fund          | 69,642            | 90,059            | 65,567            | 58,196            | 61,844            | 68,595            |
| Bus Depreciation Fund        | 24,200            | 24,232            | 24,300            | 24,356            | 25,063            | 25,063            |
| Tuition Fund                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Adult Ed Fund                | 23,327            | 28,094            | 9,269             | 9,285             | -                 | -                 |
| Technology Fund              | 18,000            | 17,391            | 19,573            | 17,036            | 18,000            | 18,000            |
| Flexibility Fund             | -                 | -                 | -                 | -                 | -                 | -                 |
| Debt Service Fund            | 90,285            | 111,436           | 119,650           | 116,515           | 103,497           | 114,053           |
| Building Reserve Fund        | 35,000            | 35,000            | 35,000            | 35,000            | 66,200            | -                 |
| <b>Total Taxes Levied</b>    | <b>\$ 646,180</b> | <b>\$ 704,035</b> | <b>\$ 674,197</b> | <b>\$ 697,512</b> | <b>\$ 787,372</b> | <b>\$ 727,296</b> |
| <b>Taxes Collected:</b>      |                   |                   |                   |                   |                   |                   |
| General Fund                 | \$ 373,921        | \$ 404,358        | \$ 403,193        | \$ 437,745        | \$ 517,479        | \$ 502,683        |
| Transportation Fund          | 67,508            | 90,668            | 67,024            | 58,827            | 66,054            | 68,746            |
| Bus Depreciation Fund        | 23,587            | 24,749            | 24,475            | 24,530            | 25,427            | 25,117            |
| Tuition Fund                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Adult Ed Fund                | 22,708            | 28,191            | 10,149            | 9,381             | 526               | -                 |
| Technology Fund              | 17,423            | 17,819            | 19,594            | 17,247            | 18,310            | 18,039            |
| Flexibility Fund             | -                 | -                 | -                 | -                 | -                 | -                 |
| Debt Service Fund            | 87,390            | 112,477           | 120,023           | 117,286           | 105,759           | 114,303           |
| Building Reserve Fund        | 33,965            | 35,541            | 35,202            | 35,198            | 66,084            | -                 |
| <b>Total Taxes Collected</b> | <b>\$ 626,501</b> | <b>\$ 713,802</b> | <b>\$ 679,660</b> | <b>\$ 700,214</b> | <b>\$ 799,620</b> | <b>\$ 728,888</b> |
| <b>% Collected</b>           | <b>96.95%</b>     | <b>101.39%</b>    | <b>100.81%</b>    | <b>100.39%</b>    | <b>101.56%</b>    | <b>100.22%</b>    |

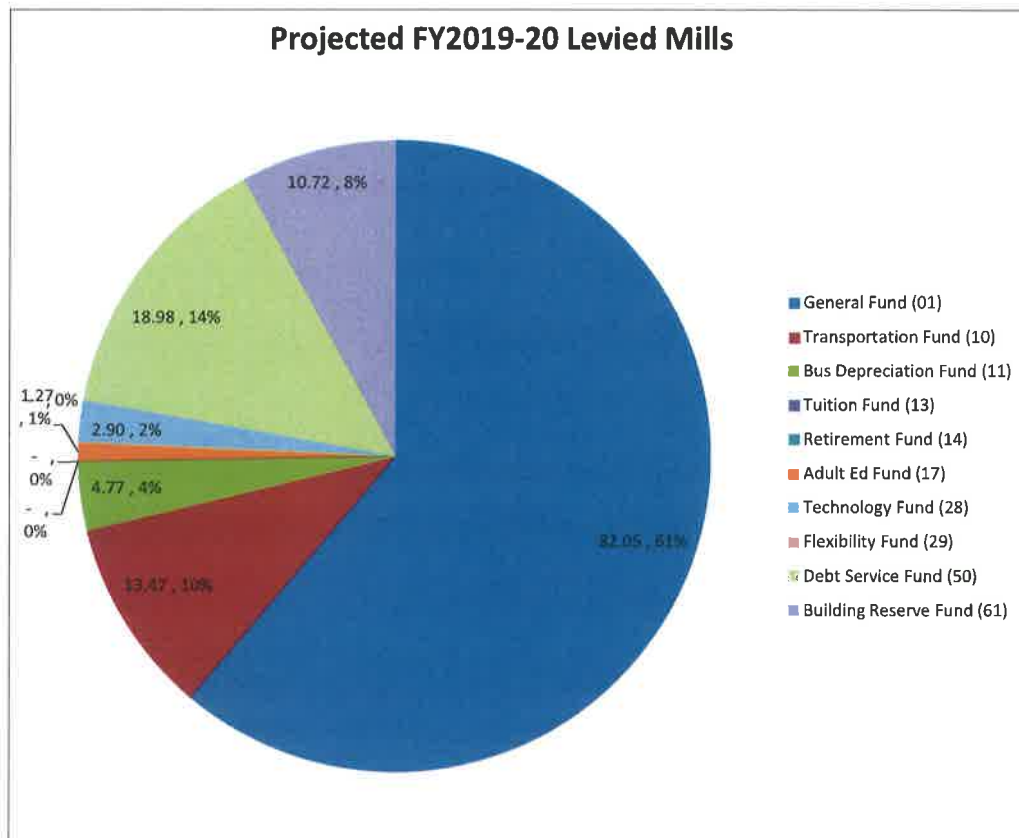


**Gallatin Gateway School**

FY2019-20 Proposed Adopted Budget

March 10, 2019

|                            | Fund Balance Reappropriated | + Non Levy Revenue   | + Local Tax Levy     | = Adopted Budget       | Levied Mills  |
|----------------------------|-----------------------------|----------------------|----------------------|------------------------|---------------|
| General Fund (01)          | \$ -                        | \$ 778,964.82        | \$ 509,208.99        | \$ 1,288,173.81        | 82.05         |
| Transportation Fund (10)   | 122.20                      | 21,033.48            | 83,594.32            | 104,750.00             | 13.47         |
| Bus Depreciation Fund (11) | 7,561.34                    | -                    | 29,622.00            | 37,183.34              | 4.77          |
| Tuition Fund (13)          | 885.25                      | 10.00                | -                    | 895.25                 | -             |
| Retirement Fund (14)       | 44,395.48                   | 125,604.52           | -                    | 170,000.00             | -             |
| Adult Ed Fund (17)         | 15,215.85                   | 400.00               | 7,884.15             | 23,500.00              | 1.27          |
| Technology Fund (28)       | 6,040.38                    | 25.00                | 18,000.00            | 24,065.38              | 2.90          |
| Flexibility Fund (29)      | 10,966.82                   | 45.00                | -                    | 11,011.82              | -             |
| Debt Service Fund (50)     | 249.78                      | -                    | 117,810.22           | 118,060.00             | 18.98         |
| Building Reserve Fund (61) | 135,000.00                  | 500.00               | 66,500.00            | 202,000.00             | 10.72         |
| <b>Total</b>               | <b>\$ 220,437.10</b>        | <b>\$ 926,582.82</b> | <b>\$ 832,619.68</b> | <b>\$ 1,979,639.60</b> | <b>134.16</b> |

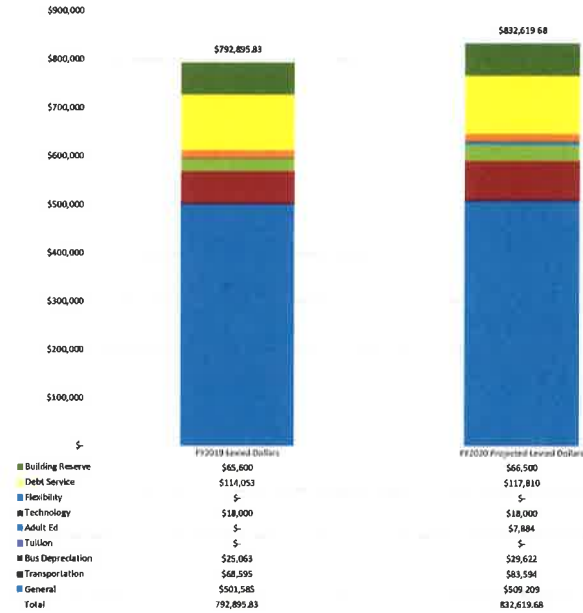


**Gallatin Gateway School**  
 Tax Comparison: FY2019 to FY2020  
 March 10, 2019

**Levied Dollars:**

|                                 | General    | Transportation | Bus Depreciation | Tuition | Adult Ed | Technology | Flexibility | Debt Service | Building Reserve | Total      |
|---------------------------------|------------|----------------|------------------|---------|----------|------------|-------------|--------------|------------------|------------|
| FY2019 Levied Dollars           | \$ 501,585 | \$ 68,595      | \$ 25,063        | \$ -    | \$ -     | \$ 18,000  | \$ -        | \$ 114,053   | \$ 65,600        | 792,895.83 |
| FY2020 Projected Levied Dollars | \$ 509,209 | \$ 83,594      | \$ 29,622        | \$ -    | \$ 7,884 | \$ 18,000  | \$ -        | \$ 117,810   | \$ 66,500        | 832,619.68 |
| Change                          | \$ 7,624   | \$ 14,999      | \$ 4,559         | \$ -    | \$ 7,884 | \$ -       | \$ -        | \$ 3,757     | \$ 900           | 39,723.85  |

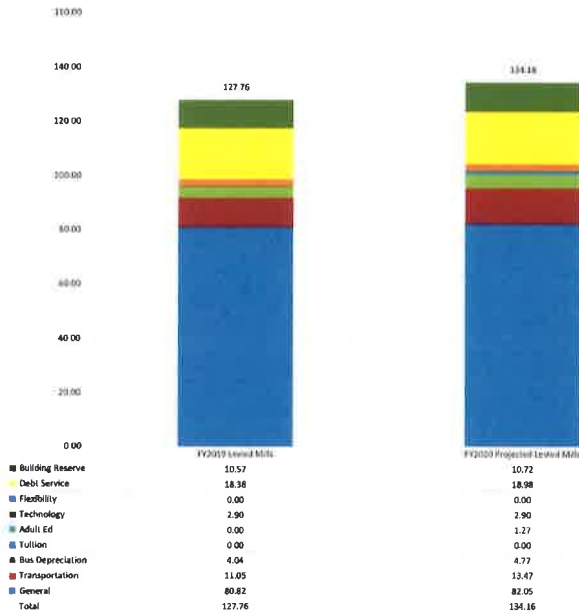
**Levied Dollars Comparison:  
 FY2019 and FY2020**



**Levied Mills:**

|                               | General | Transportation | Bus Depreciation | Tuition | Adult Ed | Technology | Flexibility | Debt Service | Building Reserve | Total  |
|-------------------------------|---------|----------------|------------------|---------|----------|------------|-------------|--------------|------------------|--------|
| FY2019 Levied Mills           | 80.82   | 11.05          | 4.04             | 0.00    | 0.00     | 2.90       | 0.00        | 18.38        | 10.57            | 127.76 |
| FY2020 Projected Levied Mills | 82.05   | 13.47          | 4.77             | 0.00    | 1.27     | 2.90       | 0.00        | 18.98        | 10.72            | 134.16 |
| Change                        | 1.23    | 2.42           | 0.73             | 0.00    | 1.27     | 0.00       | 0.00        | 0.60         | 0.15             | 6.40   |

**Levied Mills Comparison:  
 FY2019 and FY2020**



# FACILITY CONDITION INVENTORY

INSPECTOR Falcon, Thorson Team: C4 Montana State  
 2007/08 K-12 Facility Assessment

SITE Montana GROSS SQUARE FOOTAGE 35050  
 BUILDING Gallatin Gateway School NUMBER OF STORIES \_\_\_\_\_  
 ADDRESS 100 Mill Street YEAR BUILT unknown  
 DATE 1/25/2008 BUILDING TYPE Junior High School

Inspection Notes:

## Foundations (1)

| Footings/Foundation Walls (A) |     |                   |                  |               |  |  |
|-------------------------------|-----|-------------------|------------------|---------------|--|--|
| CAT                           | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location Note  |
| 2                             | P   |                   |                  | Stem Walls    | Stem or basement walls cracked, allowing moisture penetration. Route and seal cracks.                    | throughout   |
| 2                             | P   | 1                 | 1                | Foundation    | Foundation system settling or pulling away. Provide steel pier "ram jack" supports & patch breaks/cracks | wall at east end of newest addition showed cracking indicative of slight |

| Exterior Steps/Retaining Walls (B) |     |                   |                  |                            |   |   |
|------------------------------------|-----|-------------------|------------------|----------------------------|---|---|
| CAT                                | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component              | Condition Observed and Action to Fix  | Location Note   |
| 2                                  | P   |                   |                  | Finish                     | Exterior steps spalling. Prep, sack, and patch treads and risers  | conc by gym, front entry of old building, west end of newest addition |
| 2                                  | P   |                   |                  | Railing                    | Exterior step railing broken or pulled out. Replace railing.  | throughout  |
| 2                                  | P   |                   |                  | Steps / Structure          | Exterior steps settling away from building. Remove and replace steps and railing.                         | concrete throughout   |
| 2                                  | P   |                   |                  | Retaining Walls (attached) | Retaining walls (attached to bldg.) broken & settling or shifting out of vertical. Remove & replace wall. | east side of gym  |

## Envelope (2)

| Exterior Walls (A) |     |                   |                  |                            |  |   |
|--------------------|-----|-------------------|------------------|----------------------------|--|---|
| CAT                | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component              | Condition Observed and Action to Fix   | Location Note   |
| 4                  | A   |                   |                  | Concrete Tilt Up           | Cracks, spalls, and/or re-bar visible. Patch & paint   |   |
| 4                  | P   | 20                | 3                | Masonry Mortar             | Masonry grout joints show multiple voids & cracking, but the units themselves are in tact. Prep & re-point.  | mortar cracking and missing throughout                            |
| 4                  | P   |                   |                  | Masonry Unit / Glass Block | Units are cracked, spalled, and/or coming loose. Remove and replace units.                                   | Clay masonry old building. CMU throughout rest of building. Glass |
| 4                  | P   |                   |                  | Wood/Plaster/Metal         | Siding is delaminating, buckling, or otherwise physically failing. Remove, replace, and finish.              | wood siding on newer additions                                    |
| 2                  | P   |                   |                  | Paint/Sealer               | Paint peeling / masonry/conc. shows efflorescence Siding is in tact. Clean, prep and re-apply finish.        | throughout  |
| 5                  | P   |                   |                  | Insulation                 | Insulation known to be not present in the wall cavity. Provide interior openings, blow-in insulation, patch. | in new additions  |

The "Percentage of Sub-Component Deficient" is the percentage of a specific building system sub-component (i.e. footings, stem walls, etc) observed in the field as deficient; and each Building System (i.e. Foundations, Envelope, etc.) is made up of multiple sub-components. The "Equivalent Building System Percentage" reflects the proportional value (in percentage) of the sub-component as it relates to the value of the entire building system - and this equivalent percentage is used by the FCI database in the calculation of Deficiency Detail reports by Building. For example: An inspector observes that 30% of a building's footings are deficient and places that number in "Percentage of Sub-Component Deficient"; and since footings are proportionately 20% of the value of the Foundations System, the "Equivalent Building System Percentage" of that deficiency is 6% (30% of 20% = 6%).

INSPECTOR Falcon, ThorsonTeam: C4Montana State  
2007/08 K-12 Facility AssessmentSITE MontanaGROSS SQUARE FOOTAGE 35050BUILDING Gallatin Gateway School

NUMBER OF STORIES \_\_\_\_\_

ADDRESS 100 Mill StreetYEAR BUILT unknownDATE 1/25/2008BUILDING TYPE Junior High School\_\_

Inspection Notes:

**Envelope (2)****Exterior Windows (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location .Note                                     |
|-----|-----|-------------------|------------------|---------------|--|--|
| 4   | P   |                   |                  | Glass         | Glass is cracked and/or glazing putty is failing. Remove and replace glass.                  | throughout   |
| 5   | P   | 15                | 15               | Single Pane   | Window assembly is single pane. Remove & replace window assembly.                            | original building                                  |
| 2   | P   | 15                | 2                | Hardware      | Hardware operators are broken, limiting operation. Remove and replace hardware only.         | old building hardware old and difficult to operate |
| 2   | P   |                   |                  | Frame         | Frame or sash is physically broken so as to be inoperable. Remove & replace window assembly. | throughout   |

**Exterior Doors/Hatches (C)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix  | Location .Note   |
|-----|-----|-------------------|------------------|---------------|---|------------------|
| 2   | P   |                   |                  | Hardware      | One or more components are dysfunctional, but the door is in tact. Remove and replace all hardware. | metal throughout |
| 2   | P   |                   |                  | Door          | The door is physically damaged, but frame in tact. Replace door only. Reinstall hardware            | metal throughout |
| 2   | P   |                   |                  | Frame         | The frame is split or separating from wall. Replace frame only. Re-install (e) door & hardware      | metal throughout |
| 2   | A   |                   |                  | Overhead Door | Door binds to point of not operable. Replace.   |                  |
| 2   | A   |                   |                  | Hatches       | The roof hatch is allowing in moisture or is dysfunctional. Remove, replace, and re-flash curb.     |                  |

**Interior Columns/Beams (D)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component  | Condition Observed and Action to Fix  | Location .Note                       |
|-----|-----|-------------------|------------------|----------------|---|--------------------------------------|
| 2   | P   |                   |                  | Wood           | Settling, shifting, or separating is visible from cracked finishes. Shore, remove and replace the failing members, and repair finishes. | all wood framing except old building |
| 2   | A   |                   |                  | Concrete/Steel | Settling, shifting, or separating is visible from cracked finishes. Shore, remove and replace the failing members, and repair finishes. |                                      |

**Floor System (3)****Floor Structure (A)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix  | Location .Note       |
|-----|-----|-------------------|------------------|---------------|---|----------------------|
| 2   | P   | 1                 | 1                | Slab          | Concrete slab on grade has differential cracks but not effecting rest of structure. Remove, re-establish sub-grade, pour back & replace effected finishes | cracks where exposed |



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Inspection Notes:

**Floor System (3)****Floor Structure (A)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component               | Condition Observed and Action to Fix   | Location Note |
|-----|-----|-------------------|------------------|-----------------------------|--|---------------|
| 2   | P   |                   |                  | Raised Floor Wood           | Floor sagging or showing other similar such failure. Shore back into level condition, replace / re-enforce structural members, and replace effected finishes | old building  |
| 2   | A   |                   |                  | Raised Floor Concrete/Steel | Floor sagging or showing other similar such failure. Shore back into level condition, replace / re-enforce structural members, and replace effected finishes |               |

**Stair Treads/Risers (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component   | Condition Observed and Action to Fix  | Location Note                             |
|-----|-----|-------------------|------------------|-----------------|---|---|
| 2   | P   |                   |                  | Stair Finishes  | Interior tread and riser finishes separating from substrate (not just worn). Remove and replace the existing finishes throughout the entire stair flight. | carpet finish in old building             |
| 2   | P   | 5                 | 1                | Stair Rails     | Interior stair railings physically broken or coming disassembled. Remove and replace with new.  | old building. Some pulling away from wall |
| 2   | P   |                   |                  | Stair Structure | Stair flight is settling or the under-structure physically failing. Remove and replace flight, including rails.   | wood framed                               |

**Roof Systems (4)****Structure (A)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component  | Condition Observed and Action to Fix  | Location Note            |
|-----|-----|-------------------|------------------|----------------|---|--------------------------|
| 2   | P   |                   |                  | Wood           | Dry rot observed from underside or clearly sagging. Replace supports and deck & repair roof covering. | throughout               |
| 2   | P   |                   |                  | Concrete/Steel | Steel/concrete beams and deck clearly deflecting. Replace supports and deck & repair roof covering.   | unknown, possibly in gym |

**Covering (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component          | Condition Observed and Action to Fix  | Location Note  |
|-----|-----|-------------------|------------------|------------------------|---|--|
| 4   | P   |                   |                  | Flashing               | Obvious lifting, seam separation, or corrosion. Remove and replace.   | throughout   |
| 4   | P   | 2                 | 1                | Rof drainage           | Interior drains, gutters, or scuppers are not functional or corroded to point of failure. Replace                                     | gutters throughout. Some dented                            |
| 4   | A   |                   |                  | Skylights              | Leaking or glazing seals failed. Remove and replace   |  |
| 4   | P   |                   |                  | Asphalt Shingles Tiles | History of leaks / exhibiting curling, lifting, or missing tiles. Replace roofing & associated flashing to match                      | newest addition  |
| 4   | P   | 3                 | 3                | Membrane/Metal         | History of leaks / seams separating, punctured, or lifting at edges. Replace roofing, rigid insulation & associated flashing to match | membrane over cafeteria and gym. Consistent leaks over gym |
| 4   | A   |                   |                  | Clay / Cement Tiles    | History of leaks, exhibiting lifting, or missing tiles. Replace tiles & associated flashing to match                                  |  |

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Inspection Notes:

**Roof Systems (4)**

| Insulation (C) |     |                   |                  |               |  |                |
|----------------|-----|-------------------|------------------|---------------|--|----------------|
| CAT            | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location .Note |
| 5              | P   |                   |                  | Batt          | Insulation non-existent. Roof is pitched or membrane not being replaced. String batts to underside of deck | throughout     |

**Finished (5)**

| Interior Walls (A) |     |                   |                  |                  |   |                                  |
|--------------------|-----|-------------------|------------------|------------------|---|----------------------------------|
| CAT                | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component    | Condition Observed and Action to Fix  | Location .Note                   |
| 2                  | P   | 5                 | 5                | Framed - GWB     | Framing obviously out of plumb, or large surface holes and breaks. Remove and replace assembly.         | cracking throughout              |
| 2                  | P   | 2                 | 2                | Framed - Plaster | Framing obviously out of plumb, or surface blisters, cracking, or spalling. Remove and replace assembly | in old building. Some cracks.    |
| 2                  | P   |                   |                  | Masonry          | Grout joints have voids and & spalling out. Re-point.   | CMU in many locations throughout |

**Ceilings (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component   | Condition Observed and Action to Fix  | Location .Note                                      |
|-----|-----|-------------------|------------------|-----------------|---|---|
| 2   | P   | 3                 | 4                | Plaster / GWB   | Sagging, cracking, or spalling. Remove and replace.   | GWB in all but newest addition. Cracking throughout |
| 2   | P   | 2                 | 2                | Lay In          | Fiber-based ceiling tiles are damaged or ceiling grid has deflected. Remove & replace ceiling system.   | newest addition                                     |
| 2   | P   |                   |                  | Wood/Specialty  | Specialized ceiling system (wood slat, hidden spline, metal, etc.) has deflection or other physical damage beyond minor stains. Remove and replace in-kind. | wood in cafeteria                                   |
| 4   | A   |                   |                  | Hydronic Piping | Piping damaged, leaking, or clogged beyond repair. Remove and replace piping, valves, and insulation  |   |

**Interior Doors/Hardware/Windows (C)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component              | Condition Observed and Action to Fix  | Location .Note   |
|-----|-----|-------------------|------------------|----------------------------|---|--|
| 2   | P   |                   |                  | Hardware                   | One or more components are dysfunctional, but the door is in tact. Remove and replace all hardware. | throughout   |
| 2   | P   |                   |                  | Door                       | The door is physically damaged, but frame in tact. Replace door only. Reinstall hardware            | throughout. Bottom 1" cut off of newest addition doors because of seasonal |
| 2   | P   |                   |                  | Frame                      | The frame is split or separating from wall. Replace frame only. Re-install (e) door & hardware      | throughout   |
| 2   | P   |                   |                  | Relites / Interior Windows | Glass and/or stops are broken. Remove and replace glazing and stops. Frame to remain.               | in offices and few doors   |

**Floor Finishes (D)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location Note  |
|-----|-----|-------------------|------------------|---------------|--|--|
| 2   | P   | 20                | 17               | Resilient     | Vinyl tile is popping up, or sheet vinyl has blisters or separating seams. Remove and replace. | corridors, restrooms, some classrooms. Severe cracking and |
| 2   | P   |                   |                  | Carpet        | Rippled, seams separating, or face yarn unraveling. Remove and replace.                        | offices, classrooms, old building                          |

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Inspection Notes:

**Finished (5)**

| Floor Finishes (D) |     |                   |                  |                        |  |                        |
|--------------------|-----|-------------------|------------------|------------------------|--|------------------------|
| CAT                | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component          | Condition Observed and Action to Fix           | Location .Note         |
| 2                  | P   |                   |                  | Ceramic/Stone/Terrazzo | Broken tiles. Remove, replace, and re-grout.   | new restrooms, showers |
| 2                  | P   |                   |                  | Wood                   | Boards are split or warped. Remove and replace | gym, cafeteria         |

| Wall Finishes (E) |     |                   |                  |                     |   |   |
|-------------------|-----|-------------------|------------------|---------------------|---|---|
| CAT               | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component       | Condition Observed and Action to Fix  | Location .Note  |
| 2                 | P   | 5                 | 4                | Paint               | Paint is peeling or known to contain lead. Worn or dated alone is 'No Action'. Prep and re-paint. | minor peeling and cracking throughout. Severe cracking in old |
| 2                 | P   |                   |                  | Wall Covering / FRP | Wall covering is blistered, peeling off or separating at seams. Remove and replace.               | vinyl in restrooms, mats in gym                               |
| 2                 | P   |                   |                  | Ceramic/Stone Tile  | Broken tiles. Remove, replace, and re-grout.  | ceramic in showers and locker rooms                           |

**Specialties (6)**

| Toilet Partitions (A) |     |                   |                  |               |  |                                     |
|-----------------------|-----|-------------------|------------------|---------------|--|-------------------------------------|
| CAT                   | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location .Note                      |
| 2                     | P   |                   |                  | Metal/Other   | Structurally failing in some manner or doors fallen from hinges. Remove and replace. | metal in most, wood in old building |

| Signage/Directories (B) |     |                   |                  |                          |   |                |
|-------------------------|-----|-------------------|------------------|--------------------------|---|----------------|
| CAT                     | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component            | Condition Observed and Action to Fix  | Location .Note |
| 2                       | A   |                   |                  | Directory                | Structurally failed or vandalized to a point of not functional. Remove and replace in-kind. |                |
| 2                       | P   |                   |                  | Room & Directional Signs | Fallen off or physically broken. Replace to match.  | throughout     |

| Fixed Seating/Risers (C) |     |                   |                  |                     |   |   |
|--------------------------|-----|-------------------|------------------|---------------------|---|---|
| CAT                      | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component       | Condition Observed and Action to Fix  | Location .Note                          |
| 2                        | P   | 100               | 100              | Bleachers           | Telescoping bleachers bind to a point of inoperable. Remove and replace each section in this condition. | binding is problematic on a daily basis |
| 2                        | A   |                   |                  | Theater             | Fabric is ripped or seats have failed structurally. Remove and replace entire seat w/back.              |   |
| 2                        | A   |                   |                  | Classroom / Lecture | Desk top or seat broken off. Remove and replace.  |   |
| 2                        | A   |                   |                  | Cafeteria           | In-wall tables / benches bind to the point of not functioning. Remove and replace in-kind.              |   |

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Inspection Notes:

**Specialties (6)****Chalk/Tackboards/Cabinets (D)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component           | Condition Observed and Action to Fix  | Location Note                                 |
|-----|-----|-------------------|------------------|-------------------------|---|---|
| 2   | P   |                   |                  | Chalkboard/Marker board | At least 25% of board surface does not retain ink/chalk. Remove and replace entire board. | throughout                                    |
| 2   | P   | 2                 | 1                | Tackboard               | Covering is ripped. Remove and replace board.   | throughout. Severe damage in boys locker room |
| 2   | P   |                   |                  | Cabinets                | Doors or drawers are not functional, or counter has delaminated. Remove and replace.      | throughout                                    |

**HVAC System (7)****Heating (A)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component    | Condition Observed and Action to Fix   | Location Note   |
|-----|-----|-------------------|------------------|------------------|--|---|
| 4   | P   |                   |                  | Controls         | The sensors or valve actuators are dysfunctional. Replace those that are damaged w/programmable      | pneumatic throughout  |
| 5   | P   |                   |                  | BMS              | No centralized, optimizing controls. Install.  | Johnson Controls system, administrators have internet access to       |
| 4   | P   |                   |                  | Boiler/Furnace   | Burner, combustion chamber, or fans are faulty beyond repair. Replace this central component.        | 3 boilers fairly new  |
| 4   | P   | 1                 | 1                | Room Units       | Baseboards or fin tubes not emitting heat. Remove & replace  | throughout. Heat function of computer lab heat/AC unit is inoperable. |
| 4   | P   |                   |                  | Hydronic Piping  | Piping damaged, leaking, or clogged beyond repair. Remove and replace piping, valves, and insulation | throughout  |
| 4   | A   |                   |                  | Alternative Fuel | Alternative fuel system inoperable. Replace.   |   |

**Ventilating (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component       | Condition Observed and Action to Fix  | Location Note   |
|-----|-----|-------------------|------------------|---------------------|---|---|
| 4   | A   |                   |                  | Air Handler         | The distribution fans and coils are dysfunctional. Remove and replace.                                |   |
| 4   | A   |                   |                  | Ductwork            | The duct work is physically damaged or designed in a manner restricting air flow. Remove and replace. |   |
| 4   | P   |                   |                  | Specialized Exhaust | Area or equipment exhaust not functional or inadequate based on interview. Replace                    | kitchen   |
| 4   | P   |                   |                  | Room Ventilators    | The room ventilator no longer provides heat or air movement. Remove and replace it.                   | all room heating units except those in old building act as room ventilators |

**Cooling (C)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix  | Location Note  |
|-----|-----|-------------------|------------------|---------------|---|--|
| 4   | A   |                   |                  | Central AC    | Compressor or fan coil are dysfunctional, & integrity of structure compromised. Remove and replace. |  |
| 4   | P   |                   |                  | Room AC       | No longer provides cooling. Remove and replace.   | computer lab only. The unit's heating function is inoperable |

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Inspection Notes:

**Plumbing System (8)**

| Fixtures (A) |     |                   |                  |                       |  |  |
|--------------|-----|-------------------|------------------|-----------------------|--|--|
| CAT          | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component         | Condition Observed and Action to Fix   | Location _Note   |
| 2            | P   |                   |                  | Sinks/Toilets/Showers | Fixture is broken or valve parts no longer available. Remove and replace fixture and valve.  | restrooms, locker rooms                                |
| 2            | P   |                   |                  | Hot Water Generation  | Multiple components (burners, peripherals, exchanger or combustion chamber) require overhaul. Water temp unreliable. Remove and replace. | 4 hot water heaters throughout, three of them very new |
| 5            | A   |                   |                  | Alternative Fuel      | Alternative fuel system inoperable. Replace.   |  |

**Supply Piping (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix  | Location _Note                                |
|-----|-----|-------------------|------------------|---------------|---|---|
| 2   | P   |                   |                  | Piping        | Leaks, clogged, or otherwise not delivering water reliably. Remove and replace, including valves. | throughout                                    |
| 2   | P   |                   |                  | Pumps         | Circulation pumps have fully failed or have history of repeated break downs. Remove and replace.  | 2 pumps, one for domestic, one for irrigation |

**Waste Piping (C)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location _Note |
|-----|-----|-------------------|------------------|---------------|--|----------------|
| 2   | P   |                   |                  | Piping        | Pump, if there is one, is working properly, but sewer still backs up. Remove and replace piping.   | throughout     |
| 2   | P   |                   |                  | Pumps         | Pump is observed to not function or breaks down repeatedly based on interview. Remove and replace. | septic pump    |

**Electrical System (9)**

| Building Service (A) |     |                   |                  |                    |   |                         |
|----------------------|-----|-------------------|------------------|--------------------|---|-------------------------|
| CAT                  | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component      | Condition Observed and Action to Fix  | Location _Note          |
| 2                    | A   |                   |                  | Transformer        | If transformer is known to be owned by the school rather than the utility co - mark present, no action. |                         |
| 2                    | P   |                   |                  | Meter Base         | Overhead service mast is damaged. Replace   | south side of cafeteria |
| 2                    | A   |                   |                  | Generator          | Generator known to be non-functional. Replace   |                         |
| 5                    | A   |                   |                  | Alternative Source | Power alt. (solar, wind, etc.) inoperable. Replace  |                         |

**Lighting (B)**

| CAT | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component        | Condition Observed and Action to Fix                  | Location _Note                                 |
|-----|-----|-------------------|------------------|----------------------|---|--|
| 4   | A   |                   |                  | Fixtures - PCB       | Fixture ballasts are known to contain PCB's. Replace. |  |
| 5   | P   | 5                 | 3                | Fixtures - Energy    | Lamps are T12 or incandescent. Replace.               | incandescent bulbs in some older storage areas |
| 5   | P   |                   |                  | Light Level Controls | Dual switching not functional. Replace.               | throughout                                     |

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Inspection Notes:

**Electrical System (9)**

| Lighting (B) |     |                   |                  |                           |  |   |
|--------------|-----|-------------------|------------------|---------------------------|--|---|
| CAT          | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component             | Condition Observed and Action to Fix                   | Location .Note                              |
| 5            | P   | 60                | 9                | Occupancy/Daylight Sensor | Sensors not present. Install as controls to (e) lights | newest addition only had sensors throughout |
| 2            | P   |                   |                  | Wiring                    | Wiring to fixtures is known to be failing. Replace.    | throughout                                  |

| Distribution (C) |     |                   |                  |                |   |   |
|------------------|-----|-------------------|------------------|----------------|---|---|
| CAT              | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component  | Condition Observed and Action to Fix  | Location .Note  |
| 2                | P   |                   |                  | Switchgear     | Switchgear old - breakers / buckets are no longer available in those sizes AND there is no remaining capacity. Remove and replace switchgear. | throughout  |
| 2                | P   | 15                | 4                | Service Panels | Panels old - breakers / fuses no longer available AND no remaining capacity. Remove and replace.  | throughout. 1 panel in boys locker room had no cover, wiring exposed, |
| 3                | P   |                   |                  | Devices        | Room outlets lack grounding prongs or GFI at wet locations. Replace.  | throughout  |
| 2                | P   |                   |                  | Wiring         | Wiring exhibits systemic failures or is known to not be in compliance with code. Remove and replace.  | throughout  |

| Voice/Data (D) |     |                   |                  |               |   |  |
|----------------|-----|-------------------|------------------|---------------|---|--|
| CAT            | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix  | Location .Note   |
| 2              | P   | 50                | 18               | Intercom      | The central portion of the system is inoperable. Remove and replace central portion and speakers.           | office could communicate to rooms, but rooms could not talk back |
| 2              | A   |                   |                  | Clock         | The central portion of the system is inoperable. Remove and replace central portion and room clocks         |  |
| 2              | P   |                   |                  | Telephone     | The central portion of the system is inoperable. Remove and replace central portion & room handsets         | throughout   |
| 3              | P   |                   |                  | Data          | Data access not provided in all instructional & admin areas. Provide at portions of building with no access | throughout   |

**Conveying (10)**

| Elevator/Lift (A) |     |                   |                  |               |  |                |
|-------------------|-----|-------------------|------------------|---------------|--|----------------|
| CAT               | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location .Note |
| 2                 | A   |                   |                  | Controls      | The elevator controls from the hall or cab work intermittently or not at all. Remove and replace.  |                |
| 3                 | A   |                   |                  | Communication | Emergency phone not operational. Replace   |                |
| 2                 | A   |                   |                  | Hoist Way     | The hoist way mechanism within the shaft or elevator mechanical room has failed to a degree that the elevator has been shut down. Remove and replace associated equipment. |                |
| 2                 | A   |                   |                  | Lift          | The stair or platform lift is inoperable. Minor damage is considered "No Action". Remove and replace lift.   |                |

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Inspection Notes:

**Safety System (11)**

| Egress (A) |     |                   |                  |               |  |                                |
|------------|-----|-------------------|------------------|---------------|--|--------------------------------|
| CAT        | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix   | Location .Note                 |
| 3          | P   |                   |                  | Exit Systems  | Fire escape or slide has structurally failed or counterweight does not allow egress to ground. Remove & replace. | 1 fire escape for old building |

| Extinguishing System (B) |     |                   |                  |                 |   |                |
|--------------------------|-----|-------------------|------------------|-----------------|---|----------------|
| CAT                      | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component   | Condition Observed and Action to Fix  | Location .Note |
| 7                        | A   |                   |                  | Sprinkler       | Sprinklers either non-existent or system not functional. Provide or replace as applicable.  |                |
| 3                        | A   |                   |                  | Cabinet Systems | Fire hoses have rotted. Remove and replace. If hoses have been removed due to local Fire Marshall instruction - "No Action" required. |                |

| Exit/Emergency Lighting/Alarms (C) |     |                   |                  |                      |  |  |
|------------------------------------|-----|-------------------|------------------|----------------------|--|--|
| CAT                                | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component        | Condition Observed and Action to Fix   | Location .Note   |
| 3                                  | P   | 40                | 2                | Exit Lights          | The fixture above the exit doors are either no illuminated or non-existent. Provide or replace.  | Classrooms with exterior doors and locker room exterior doors had no |
| 3                                  | P   |                   |                  | Emergency Lighting   | The lighting along the path of egress is either not illuminated or non-existent. Install emergency lighting where otherwise not provided for.  | throughout   |
| 7                                  | P   |                   |                  | Smoke/Heat Detection | Detection is either non-existent or inoperable. Provide and/or replace.  | smoke throughout   |
| 7                                  | P   | 10                | 7                | Fire Alarm System    | Alarms are either non-existent, not per current code (ADA), or annunciator not present. Provide alarms in areas without and replace in non-ADA locations. If annunciator is non-existent or requires replacement - assume 100% system replacement. | false alarms are frequent  |

| Asbestos/Hazardous Material (D) |     |                   |                  |  |  |  |
|---------------------------------|-----|-------------------|------------------|--|--|--|
| CAT                             | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component                            | Condition Observed and Action to Fix   | Location .Note   |
|                                 | P   | 5                 |                  | Flooring                                 | Vinyl tile, or glue, is known to be asbestos-positive. Regardless of condition, remove and replace with vinyl composite tile.                      | corridor by music room, and gym tile under the wood flooring, use asbestos |
|                                 | A   |                   |                  | Other Asbestos Containing Material (ACM) | Asbestos material is known to be present. Regardless of condition, remove and replace with like material - record percentage of building impacted. |  |

| ADA Accessibility (E) |     |                   |                  |                       |   |  |
|-----------------------|-----|-------------------|------------------|-----------------------|---|--|
| CAT                   | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component         | Condition Observed and Action to Fix  | Location .Note   |
| 7                     | A   |                   |                  | Upgrade with Elevator | One level is off adjacent grade enough such that a ramp is not practical. Provide a single 2-stop elevator cab and hoist way.   |  |
| 7                     | P   | 50                | 42               | Restrooms             | Existing rooms are not configured to accommodate ADA requirements, but adequate square footage exists to re-configure without reducing fixture count. Re-configure to meet ADA. | single stall restrooms and restrooms in old building do not have railing |

INSPECTOR Falcon, Thorson

Team: C4

Montana State  
2007/08 K-12 Facility Assessment

SITE Montana

GROSS SQUARE FOOTAGE 35050

BUILDING Gallatin Gateway School

NUMBER OF STORIES \_\_\_\_\_

ADDRESS 100 Mill Street

YEAR BUILT unknown

DATE 1/25/2008

BUILDING TYPE Junior High School

Inspection Notes:

### Safety System (11)

| ADA Accessibility (E) |     |                   |                  |               |   |   |
|-----------------------|-----|-------------------|------------------|---------------|---|---|
| CAT                   | P/A | % of Sub-Comp Def | Equiv Bldg Sys % | Sub-Component | Condition Observed and Action to Fix  | Location Note   |
| 7                     | P   |                   |                  | Ramps         | Differential with adjacent floor or grade is no greater than 60". Provide a concrete ramp with metal railing.                                     | 1 ramp from old building to gym                                 |
| 7                     | P   | 80                | 4                | Stair Rails   | Handrails do not extend past last tread and/or return to wall. Modify railing.  | rails in old building not compliant, ramp rails compliant       |
| 7                     | P   | 50                | 5                | Door Hardware | Existing hardware is not code compliant or auto opener is not functional. Remove & replace locksets, closers, & thresholds or replace auto opener | door openers on main entry, one not functional at time of visit |



**SCHOOL DISTRICT CLERK**

**REPORTS TO:** ~~Superintendent~~/Board of Trustees

**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

**SUMMARY OF FUNCTIONS:**

The District Clerk shall will provide care and custody of all records and documents of the Board to ensure lawful operation of the school district. In addition, the District Clerk shall include Business Manager, payroll, food service, and transportation duties and shall serve as the chief financial officer of the District. The District Clerk is to provide the most efficient services to support the educational objectives of the School District and derives maximum benefits from prudent expenditure of district funding following established state laws and regulations. To accomplish these tasks, the District Clerk must work closely with the administration and Board of Trustees to support the philosophy and mission of the Gallatin Gateway School District.

**DISTRICT CLERK ESSENTIAL FUNCTIONS:**

- Attend all meetings of the Board of Trustees, unless excused by the **Board Chair** chairperson or Superintendent.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees **and its committees, as requested.**
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and minutes.
- Responsible for the preparation **and posting** of all **public** notices for School Board meetings and elections.
- **Assists** Responsible for **in** preparation of Board packets **and responsible for distribution of board packets to the Board of Trustees and ensures packets are available to the public.**
- **Serves as Election Administrator for the District and is** Responsible for all duties as assigned by the Trustees as it relates to elections and in accordance with 20-20-401, MCA and the school elections handbook as supplied by Montana Office of Public Instruction.
- **Update and maintain school board, budget, and employee resources of the district website.**
- **Coordinates hiring process procedures in conjunction with the Superintendent.**
- Responsible for preparation, advertisement, and dissemination of district employment openings.
- **Assists applicants with completing the application for employment packet as needed.**
- **Assists with new employee and trustee orientation as necessary.**
- **Assists Superintendent with the coordination and scheduling of annual employee training.**
- **Assists the Board in the development and review of District policies, including job descriptions and board procedures.**

**BUSINESS MANAGER ESSENTIAL FUNCTIONS:**

- **Serves as the chief financial officer of the District.**
- **Informs the Superintendent and Board of Trustees of the business operations of the District.**

- Reconciles all funds monthly with County Treasurer.
- Generates timely financial statements and other financial reports as necessary for the district, state, and county reporting, or upon request of the Board of Trustees and/or Superintendent.
- Maintains detailed and Responsible for keeping accurate and detailed records of accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures, payroll, and student activity fund 184.
- ~~Responsible for preparing and submitting food services and transportation financial reports to the superintendent and the Board as requested.~~
- ~~Processes all authorized invoices.~~
- Prepares invoices as needed and Maintains records of paid/unpaid invoices and purchase orders as requested.
- Responsible for Assists in budget preparation and with audits as requested.
- Establishes and applies fiscal and budgetary controls and procedures.
- Establishes procedures for purchasing in accordance with Board policy.
- Responsible for preparation, advertisement, and dissemination of bid documents.
- Responsible for preparation and communication regarding annual district audit.

#### PAYROLL ESSENTIAL FUNCTIONS:

- Prepares employment contracts for signature.
- Responds to questions regarding employee benefits, credentials, ~~TB~~ tests, pre-employment testing, fingerprinting, and other terms and conditions of employment.
- Establishes procedures for monthly time card submittal and processing.
- Processes payroll data for all School District employees and prepares payroll checks for distribution.
- Maintains up-to-date files of all payroll information.
- Responsible for production and dissemination of employment forms, including but not limited to retirement, IRS, health insurance, flexible benefits, and W-2's.
- Responsible for processing payroll functions for retirements and employment terminations.
- Provides personnel management data to the superintendent as requested to include tenure status, sick leave records, contracted salaries, retirement and earning records, group insurance plan data, flex plan, substitute and part-time employees.
- Communicates with governmental agencies, labor organization, TRS, and PERS to provide information.
- Responsible for overseeing employee benefits programs.
- Assists with negotiations and administration of all negotiated contracts under the direction of the Board of Trustees and/or Superintendent.

#### FOOD SERVICE PROGRAM ESSENTIAL FUNCTIONS:

- Complete annual and monthly reporting to OPI for purposes of the school food service program administration
- Administer the school meal program guidelines set forth by USDA to determine eligibility for free and reduced-priced meals and ensure accuracy of the eligibility determinations through the verification process established by OPI.
- Responsible for notifying families about the availability of the free and reduced-priced meal program and eligibility determinations.

- Maintain current and accurate meal accounting and meal account balances; periodically notify families and staff of account balances.
- Collaborate with Superintendent, Kitchen Manager, and others as necessary to establish and execute meal-time procedures.
- Acts as the cashier for meal times as deemed necessary by Superintendent.
- Responsible for supervisions and oversight of the cafeteria during meal times as assigned by Superintendent.
- Collaborate with Superintendent and Kitchen Manager to analyze the food service program financial data, ensure the fiscal stability of the food service program, and make recommendations to Superintendent and Board for program changes as needed.

#### TRANSPORTATION PROGRAM ESSENTIAL FUNCTIONS:

- Complete reporting and claim reimbursement requirements to OPI for purposes of the pupil transportation program administration
- Collaborate with the Superintendent to analyze the transportation program financial data, ensure the fiscal stability of the transportation program, and make recommendations to Superintendent and Board as needed.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing buses.

Responsible to Transportation Director for duties as assigned:

Responsible to Foods Services Supervisor for duties as assigned:

*Only minimum duties are listed. Other functions may be required as given or assigned.*

#### DESIRED MINIMUM QUALIFICATIONS:

- Three year experience in typing and general clerical work, high school diploma or equivalent, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Hold a Bachelor's degree with a major in accounting, business, finance, or related field.
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Holds a valid First Aid and CPR/AED certification card.
- Knowledge of finance and budgeting principles.
- Strong leadership and communication skills.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate copier, computer (IBM & Mac), word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.
- Proficiency in software programs including, MS Office Suite, Google Suite, Black Mountain Software, and Powerschool. FileMaker Pro, Excel, Access, Adobe InDesign, MS Word, and Adobe PhotoShop.
- Perform variety of duties clerical work involving the use of independent judgment, and requiring accuracy, and efficiency speed.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to type at a net corrected speed of 50 words per minute.
- Able to Receive and give information over the telephone or in person in a courteous manner.

- Ability to Hhandle a variety of ~~telephone calls and personal~~ communication contacts with tact, diplomacy, and discretion.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to establish and maintain effective working relationships ~~Communicate effectively~~ with students, community, and staff.
- Able to perform duties with awareness of District policies and procedures.
- ~~Compile and maintain accurate and complete records and reports.~~
- Ability to Uunderstand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively ~~manage~~ prioritize time and responsibilities.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

#### EQUIPMENT USED:

Computer (~~IBM & Mac~~), calculator, adding machine, copier, telephone/voice mail, fax, email, website, digital camera, postal machine, scanner and projector.

~~Proficiently operate copier, computer (IBM & Mac), word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.~~

~~Proficiency in software programs including, FileMaker Pro, Excel, Access, Adobe InDesign, MS Word, and Adobe PhotoShop.~~

#### WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

#### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit for long periods; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

#### MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/ motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on: February 11, 2003

Revised on:

## KITCHEN MANAGER

**REPORTS TO:** Food Services Supervisor or Superintendent

### UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### SUMMARY OF FUNCTIONS:

The Kitchen Manager ensures the smooth and efficient operation of the school cafeteria and is responsible for the production of nutritious, appetizing meals for students and staff, while meeting all governmental and district regulations. The Kitchen Manager must also ensure the district is maximizing its resources and minimizing production costs.

### ESSENTIAL FUNCTIONS:

- ~~Must be Serve-Safe Certified and maintain all certification necessary to perform Kitchen Manager duties.~~
- Supervises and participates in the preparation and service of **snacks and meals** food.
- Provides training to food services staff in the areas of food preparation and sanitation.
- Ensures food handling and serving is performed by individuals Serve-Safe Certified.
- Plans menus to conform with federal requirements to provide nutritional meals utilizing fresh vegetables and fruits in place of dessert items **while maximizing inventory and minimizing cost.**
- Responsible for **weekly, monthly, and quarterly** ordering and inventorying of all food and supplies as needed **to ensure District resources are maximized.**
- Kitchen Inventory (food, supplies, and equipment) to be **completed once** ~~submitted on the first day of~~ each **month year** to the Superintendent ~~for inclusion in the board packet.~~
- Responsible for receipt and dating of food shipments to enable a first in-first out use of food.
- **Updates and maintains District HACCP plan and standardized recipes per USDA standards.**
- **Maintains daily production records in accordance with OPI standards.** Responsible for maintaining high standards of cleanliness and safety in the kitchen, food storage areas, and cafeteria **and oversees and participates in the cleaning and sanitizing on a daily basis.**
- Ensure proper storage of all food in accordance with USDA requirements on a daily basis and before school breaks (summer, Christmas, and spring break).
- Ensures that all equipment in the cafeteria area is in safe, working condition and immediately notifies the Superintendent when repairs cannot be performed by the kitchen staff.
- Ensures kitchen and food storage area is cleaned and inspected one week before start of school.
- Supervises kitchen personnel in the safe and proper use of kitchen equipment.
- Develop a complete guide detailing the process of protocol and procedures to ensure efficient and effective transfer of duties to a substitute cook or organization which is readily available in the kitchen. ~~Copy submitted to Superintendent during first two weeks of each semester.~~
- ~~Enters each recipe as used into the Recipe Manager software. New recipes for a school year must be entered within the first six weeks of school.~~
- ~~Enters receipt of food and supplies into Inventory Manager software.~~
- ~~Designs new recipes based on food inventory, cost, and menu planning.~~
- ~~Weekly kitchen walk-through with Superintendent to review kitchen needs and use e-mail to communicate as needed.~~
- **Communicates Food Service program needs to the Superintendent on as needed basis in regards to supplies and equipment.**

- Applies for and Assists the Superintendent in obtaining grant funding for the food service program as opportunities arise.
- ~~Prepares the eating and serving areas for student use. (i.e., bench seats down before each meal, tables washed after breakfast and again after lunch, tables cleaned not only on surface area but underneath and along edges, and other similar housekeeping needs)~~
- Prepare kitchen and cafeteria area as needed for cleaning services and/or events.
- Attends ~~one~~ training approved by the Superintendent on ~~M~~menu planning, software, and/or school nutrition.
- Assists in and provides the School Wellness Committee information regarding food safety and nutrition for children.
- ~~Organizes and attends food service committee meetings at the request of the Superintendent to review menu planning, food cost, environment cleanliness, etc.~~
- ~~Makes recommendations for the updating and purchasing of new equipment.~~
- ~~Review with superintendent the purchasing of needed kitchen items.~~
- **Assist the Superintendent and District Clerk in analyzing food service program financial data and help ensure the fiscal stability of the food service program.**
- Assists in planning work schedules of kitchen helpers including the submission of leave requests per the Employee Handbook.
- ~~Oversees and participates in the cleaning of the kitchen and related areas on a daily basis.~~
- Schedules two inspections by County Health Department each year as required by OPI school nutrition program. Kitchen and food storage area inspections should be scheduled during food preparation times if at when all possible.
- Delegation of duties to ensure maximum efficiency for all kitchen staff.
- ~~Kitchen Manager duties to be performed in seven (7) hours with one thirty-minute paid lunch break to be taken on premises.~~

*Only minimum duties are listed. Other functions may be required as given or assigned.*

#### **DESIRED MINIMUM QUALIFICATIONS:**

- High school diploma or GED and previous experience with quantity food preparation and service.
- **Serve-Safe Certification, or ability to obtain and maintain certification**
- **Holds a valid First Aid and CPR/AED certification card.**
- Ability to write, read, and, comprehend simple instructions and correspondence.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral, written, and computer communications.
- Familiar with **MS Office Suite, Google Suite Outlook Express (e-mail) and Internet Explorer.**
- Able to perform duties with an awareness of Federal, State, and District requirements and Board policies.
- **Ability to effectively perform essential functions independently with minimal supervision.**
- Ability to handle stressful situations.
- Ability to effectively **manage/prioritize** time and responsibilities.
- Ability to maintain confidentiality of employment and student matters.
- **Ability to use good judgment and effective problem-solving skills.**
- **Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.**
- **Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.**

#### **EQUIPMENT USED:**

Computer, calculator, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other common kitchen equipment and appliances.

**WORK ENVIRONMENT:**

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

**PHYSICAL DEMANDS:**

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly required on the job. Mathematics, estimating, and problem solving are frequently required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**History**

Approved on: February 11, 2003

Revised on: July 26, 2010



## **ASSISTANT COOK**

**REPORTS TO:** Kitchen Manager and/or Superintendent

### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

**It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.**

### **SUMMARY OF FUNCTIONS:**

**The Assistant Cook provides support and assistance to the Kitchen Manager to ensure the smooth and efficient operation of the school cafeteria and helps produce nutritious, appetizing meals for students and staff, while meeting all governmental and district regulations.**

### **ESSENTIAL FUNCTIONS:**

- Assists in the preparation and serving of all snacks and meals food in the cafeteria.
- Assists in cleaning the kitchen and cafeteria.
- Assists in management and oversight food storage procedures ~~the disposal and storage of unused food~~ to include food accurate food inventory management.
- Communciate food service program needs (i.e. food, supplies, equipment) to the Kitchen Manager as needed.
- Responsible for kitchen manager duties in the absence of the ~~Kitchen~~ Manager.
- Attend and participate in training at the request of the Superintendent.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Serve-Safe certification, or ability to obtain certification necessary to perform essential functions.
- Holds a valid First Aid and CPR/AED certification card.
- Previous experience with quantity food preparation and service.
- Ability to write, read, and comprehend simple instructions and correspondence.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

**EQUIPMENT USED:**

Calculator, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

**WORK ENVIRONMENT:**

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

**PHYSICAL DEMANDS:**

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**History**

Approved on: February 11, 2003

Revised on:

## HEAD COACH

**REPORTS TO:** Athletic Director and/or Superintendent

### UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### SUMMARY OF FUNCTIONS:

The Head Coach is responsible conducting practices, motivating students, and instructing student athletes in game strategies, techniques, teamwork, and sportsmanship.

### ESSENTIAL FUNCTIONS:

- Coaches participants in the skills necessary to develop their full potential as an athlete and help prepare athletes for participation at the next level for the sport/activity assigned.
- Promote an appreciation of physical fitness, teamwork, and sportsmanship.
- Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
- Establishes a schedule of practices.
- Assess players's skills, monitors and supervises players during competition and practice and provides appropriate feedback to the student athlete.
- Maintains discipline and sportsmanlike conduct of all participants and delivers a firm, fair, and consistent discipline system for the team and individual players. enforces the policies of the District uniformly when disciplining participants
- ~~In addition to those established by MHSAA and Board policy, establishes performance criteria for eligibility.~~
- Responsible for the inventory of uniforms, equipment, and supplies.
- Responsible for making recommendations to the ~~administration~~ Athletic Director for equipment and supplies needed for the ensuing season.
- Works with the Athletic Director Principal and/or assigned designee in scheduling intramural and interscholastic contests.
- In team activities, teaches/coaches the importance of teamwork.
- Supervises participants and assistant coaches.
- Model non discriminatory practices in all activities.
- Model good sportsmanship and enforces sportsmanlike behavior among the student athletes at all times.
- Promote the values of responsibility and commitment, and emphasize the importance of academics first and foremost.
- React to change productively and hand other tasks as assigned.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### DESIRED MINIMUM QUALIFICATIONS:

- Experience and/or education in the athletic activity that is being coached. Meets MHSAA knowledge encouraged. requirements (if applicable):
- Holds a ~~currently~~ valid American Red Cross First Aid and CPR/AED card ~~(for those coaching athletics).~~
- ~~Negative TB test.~~
- Annually receives concussion training.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to follow both oral and written directions and instructions for the Athletic Director and/or Superintendent.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to perform duties with an awareness of all District requirements and Board policies.
- Ability to effectively manage time and responsibilities.
- Must be able to work closely with co-workers and set a positive example for the students.
- Ability to motivate the team and individual players.
- Ability to use good judgement and effective problem-solving skills.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude towards children.
- Knowledge of general concepts of child growth, development, and behavior characteristics.

#### EQUIPMENT USED:

Stopwatch, a variety of electronic and technology devices, calculator, computer, copy machine, fax machine, telephone/voice mail, score-keeping equipment or other equipment germane to the sport/activity.

#### WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside and outside. The noise level in the work environment varies, but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

#### PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

#### MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Reasoning and exercising judgment are used/required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

#### History

Approved on: February 11, 2003

Revised on: