

November Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, November 14, 2018 at 6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at www.gallatingatewayschool.com.)

Call to Order

Pledge of Allegiance

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

Consent Agenda

Minutes: October 24, 2018- regular meeting and October 29, 2018- special committee meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire: Classified/Certified Substitutes; **Other:** Non-resident Student Attendance Agreement for 18-19

Guests: Jacki Yager, Teacher & Ashley Senenfelder, Teacher- Lucy Calkins Presentation/Information

Superintendent's Report

Old Business

Adult Education Program

- Job Description Revisions

Facility Advisory Scope Revisions

- Committee Member Appointments
- Facility Walk-Through Spreadsheet

Review & Consider Revisions to Superintendent and Business Manager Evaluation Tools

- Review Job Descriptions

New Business

Action Items:

Consider General Fund Budget Amendment Proclamation- FY19 (20-1-161(6), MCA) and Petition for Permission to Adopt a Resolution for a Budget Amendment

Appoint Board Member to Labor/Management Committee

Lator Gators Programming and Budget

Committee Reports:

Safety Committee

Whole Child Committee

Professional Development Advisory Committee

Superintendent Parent Meeting- October 29, 2018

Business Manager Presentation- Miscellaneous Fund (Fund 115)

Next Meetings:

Special Committee Meeting- November 30, 2018 @ 10am- agenda setting

Regular Meeting- December 19, 2018 @ 6pm

Adjournment

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

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

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

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

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Wednesday, November 14, 2018 in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:02pm.

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; Jacki Yager, Teacher; Ashley Senenfelder, Teacher; Fraulein Jaffe, After School Program Coordinator; and Mike Coon, Teacher

OTHERS PRESENT

Morgan Stuart and Andi Shockley

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 (amended): Trustee Donna Shockley to approve minutes with corrections from October 24, 2018-regular meeting and October 29, 2018- special meeting; approve claim warrants- #35888-#35914; electronic claims (-99879 - -99872); payroll warrants- #75448-75456; direct deposit- (#-89012- -89080) (VOIDS: #35871); approve Operational Budget by Object Code as of November 12, 2018; 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: Shelly Berezay, Dayna Bergin, April Bettilyon; Tina Colstad, Cynthia Corliss, Kate Cottingham, Connie Evenson, Jason Fischer; Karen Fujimori, Kevin Germann, Jennifer Gilbert, Wendy Hourigan, Skyla Jenkins, Kris Keller, Spencer Kirkemo, Jeff Krogstad, Miranda Leutz, Alexander Luebbe, Bethany Macquarrie, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Robin Schauers, Travis W. Silver, Nicorie Steinpfad, Barry Sulam, Mary Thurber-Martin; Office/Clerical: Connie Evenson pending adequate fingerprint/background check; to approve an out-of-district attendance agreement for one student from Bozeman School District.

Seconded: Trustee Carissa Paulson
Public Comment: None
For: Fleury, Paulson, Racow, Schwieterman, Shockley
Opposed: None
Motion passed unanimously

GUESTS

Jacki Yager and Ashley Senefelder presented information on the implementation the Lucy Calkins program. They both expressed that they felt the program was very good and beneficial to the District. In addition, pros and cons of the program implementation were discussed with the board including standards-based grading, classroom time management and lesson planning, professional development, and the comprehensiveness of the program.

SUPERINTENDENT REPORT

Superintendent Anderson discussed the following with the Board: 1) Enrollment = 162 as of November 11, 2018; 2) Dovetail curriculum- Andrea Meiers on January 21; 3) Lucy Calkins- professional development through SWMSS; 4) Bridges Math- Bozeman classroom visits; 5) EPAS- classroom observations have begun; 6) Mentoring Team Update; 7) Core Controls- walk-in freezer; 9) Campus Improvements- maintenance list; 10) Superintendent Newsletter; 11) Community Engagement- Veterans Day assembly; 12) Bobcat Basketball Day- November 6; 13) Community Collaboration-US Secretary for Rural Education and Outreach; 13) Safety Committee- November 7; 14) Examining bullying programs; 15) NAEP 4th grade testing- January 29, 2019; 16) Food Service Administrative Review- November 28; 17) No School- November 21-23; 18) Girls on the Run- Huffing for Stuffing 5k- November 22; 19) Expedition Yellowstone Trip- November 26-30; 20) Santa 5k Run- December 1; 21) Winter Program- December 20 @ 6:30pm; 22) No School- Winter Break- December 24-January 4; 23) Early release schedule; 24) Bleacher repairs/replacement update and design ideas; and 25) Basketball hoop repairs- Russ Olsen.

OLD BUSINESS

Discussion: Adult Education Program

The Board discussed development and future of the adult education program.

Motion: Trustee Lessa Racow to approve revisions to the Adult/Community Education Director.

Seconded: Trustee Donna Shockley

Public Comment: Mike Coon, Jacki Yager, Fraulein Jaffe, Andi Shockley

For: Fleury, Racow, Schwieterman, Shockley

Opposed: Paulson

Motion passed 4-1

It was the Board's consensus that the next step would be to determine the number of hours, wages, and combining the position with other needs of the district (other roles). Board Vice Chair Julie Fleury and Business Manager Carrie Fisher provide the Board with a recommendation at the next regular meeting.

Trustee Donna Shockley suggested moving the *New Business: Later Gators Programming and Budget* agenda item up on the agenda. No objections were presented.

Later Gators Programming and Budget

Trustee Donna Shockley led the discussion regarding the Later Gators Programming and Budget. She noted that she wanted the Board to discuss the following: 1) Later Gator handbook; 2) daily attendance fees;

3) marketing the program; 3) operating budget for 2018-2019 school year; and 4) future funding of the program.

The Board discussed adding an operating budget of \$800 for the remainder of the year.

Motion: Trustee Donna Shockley to approve the allotment of \$800 from fund 115, project code 110 for enrichment supplies and activities for the remainder of 2018-2019 school year.

Seconded: Vice Chair Julie Fleury

Public Comment: Fraulein Jaffe

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

The Board discussed enrichment activities, daily enrollment/participation information, fees, and sign up per the Later Gators handbook. The consensus of the Board is to encourage a weekly sign up, and weekly calendar of activities for the after school program.

Motion (amended): Trustee Donna Shockley to reduce the fee to \$4/student with no discount for multiple students/families, no change for students who qualify for free/reduced lunch, and \$8/student for early release days effective Monday, November 26, 2018.

Seconded: Trustee Lessa Racow

Public Comment: Fraulein Jaffe, Morgan Stuart

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously.

Superintendent Anderson will make revisions to the handbook and those revisions will be presented at the next regular board meeting.

Trustee Lessa Racow noted that she is exploring grant options for this year and next year. Trustee Donna Shockley stated that she has also started exploring grant options. Trustee Racow has set up a meeting with a representative from the Bozeman Community Foundation later this month to discuss future options for funding the after school program and will report her findings to the Board at a later time.

Discussion: Facility Advisory Committee Scope

The board discussed the revisions presented for the Facility Advisory Committee Scope. Board Chair Aaron Schwieterman proposed appointing two board members to the committee to timeshare the responsibilities to attend the quarterly meetings.

Motion: Trustee Donna Shockley to approve the revisions to the Facility Advisory Committee Scope.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Board Chair Aaron Schwieterman appointed Lessa Racow and Carissa Paulson to the Facility Advisory Committee.

Public Comment: Morgan Stuart

Discussion: Maintenance Report

Superintendent Travis Anderson reviewed the 2018-2019 Gallatin Gateway School Campus Repairs List. He explained that he has already added the 3rd grade heater to the spreadsheet. Trustee Carissa Paulson noted that she has some contacts for gutter companies. The consensus of the Board was to ensure the gutters were repaired prior to winter.

Review & Consider Revisions to Superintendent and Business Manager Evaluation Tools

Board Chair Aaron Schwieterman lead a discussion for reviewing the evaluation tools. No suggestions were proposed to the revisions presented for the superintendent’s evaluation tool.

Trustee Lessa Racow suggested revising the Business Manager’s evaluation tool to change the bullets to numbering under each domain and add the ratings for each area similar to the Superintendent’s Evaluation tool. Trustee Julie Fleury suggested removing the “not observed” rating. There were no objections to those proposed changes.

Motion: Trustee Carissa Paulson to approve the presented revisions and proposed revisions to the evaluation tools with formatting.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Trustee Donna Shockley will make approved changes to the Business Manager’s evaluation tool.

The Board discussed the job descriptions for the Superintendent and Business Manager. The consensus of the Board was for the Business Manager and Superintendent to begin reviewing their job descriptions and present any proposed revisions at a future board meeting. The Board would like to ensure that the job descriptions are up-to-date for next evaluation cycle and will be reviewing them at a future board meeting.

NEW BUSINESS

Consider General Fund Budget Amendment Proclamation- FY19 (20-1-161(6), MCA) and Petition for Permission to Adopt a Resolution for a Budget Amendment

Motion: Trustee Donna Shockley to approve the General Fund Budget Amendment Proclamation and Petition for Permission to Adopt a Resolution for a Budget Amendment as presented.

Seconded: Trustee Lessa Racow

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

COMMITTEE REPORTS

Safety Committee

Superintendent Travis Anderson provide the Board with a summary of discussions from the safety committee meeting held on November 7, 2018 which included: 1) Safety Drills; 2) SRO Update; 3) School

Security Updates; and 4) Bullying Program Updates. The next meeting has not been scheduled, but Superintendent Anderson is hoping for a meeting in January or February. Future topics of discussion include legislative updates for funding and an invitation to the District's insurance agent.

Whole Child Committee

Vice Chair Julie Fleury noted that the Whole Child Committee met for the first time this year on Monday, November 12, 2018. The committee reviewed the GGS Graduate survey. The committee plans to meet on the following dates: Tuesday, November 20, 2018 at 4pm; Tuesday, December 4, 2018 at 4pm; and Tuesday, December 18, 2018 at 4pm.

Professional Development Advisory Committee

Trustee Donna Shockley provided the Board with a summary of the November 5, 2018 meeting of the Professional Development Advisory Committee. She noted the following was discussed based on the feedback from staff surveys after the first PIR days of the year:

Superintendent Anderson will provide Andrea Meiers of Ace Curriculum with the following requests for the upcoming PIR day workshop on January 21, 2019:

1. Detailed map of Rubicon Atlas (ACE curriculum housing site) for easy access of lesson plans, assessments, and rubrics.
2. More hands on time with the website and individualized work with teams. This may be broken up into different sessions for different teams.
3. Integrating traditional grading with the curriculum standard specific to GGS.
4. Day focused on curriculum adoption and/or implementation, not standards-based grading.

Superintendent Anderson will also inquire about Ace Curriculum for our specialist team and if those pieces haven't been developed yet, will find alternative professional development for our specialist team for January 21st.

It was decided to do a survey after the January 21st PIR day and that the committee would meet again prior to the April 12th, 2019 PIR day to evaluate the January 21st professional development workshop and decide what improvements could be made for April 12th.

Superintendent's Parent Meeting- October 29, 2018

Superintendent Anderson provide the board with information discussed at the most recent parent meeting: 1) Volunteer opportunities; 2) School Board meeting update; 3) Later Gators Program; 4) Superintendent Newsletter feedback; and 5) High School Transition Update.

Business Manager Presentation- Miscellaneous Fund (Fund 115)

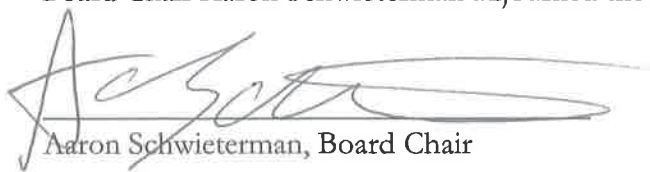
The Business Manager provide the Board with a summary of funds available in Fund 115 and briefly discussed the fund with the Board. The Business Manager will provide more information at a future meeting.

Next Meetings:

- Special Committee Meeting- November 30, 2018 at 10am- agenda setting
- Regular Meeting- December 19, 2018 at 6pm

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 10:40pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

Regular Meeting

November 14, 2018

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Jackie Yager	Jackie Yager
2. Ashley Senefeld	Ashley Senefeld
3. Frautein Jaffe	Frautein Jaffe
4. Andi Shockley	Andi Shockley
5. Mike Conn	Mike Conn
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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: November 14, 2018

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
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Gallatin Gateway School

"Educating the Future"

100 Mill Street, PO Box 265, Gallatin Gateway, MT 59730

Phone: (406) 763-4415 Fax: (406) 763-4886

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: November 12, 2018

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:

#35888-#35914

(please note: #35888 is a replacement for #35871- amount was incorrect. Original was for \$109.70-- new warrant was for \$59.79)

Electronic Payment:

-99879 - -99872

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

#35871

Payroll Warrant #'s:

#75448-#75456

Direct Deposits/ACH #'s:

-89012 - -89980

Voided Payroll Warrant #'s:

None

Thank you.

11/12/18
19:30:41

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 11/18

Page: 1 of 2
Report ID: W100X

Claims

Accounts Payable

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-99879	E	1305 BMO MASTERCARD	665.64	11/18	11/14/18	
-99878	E	1305 BMO MASTERCARD	12.44	11/18	11/14/18	
-99877	E	1305 BMO MASTERCARD	4160.51	11/18	11/14/18	
-99876	E	1305 BMO MASTERCARD	1264.06	11/18	11/14/18	
-99875	E	1305 BMO MASTERCARD	430.31	11/18	11/14/18	
-99874	E	1305 BMO MASTERCARD	211.86	11/18	11/14/18	
-99873	E	1305 BMO MASTERCARD	385.68	11/18	11/14/18	
-99872	E	1305 BMO MASTERCARD	1500.00	11/18	11/14/18	
35889	SC	43 ALSCO-AMERICAN LINEN DIVISION	382.39	11/18	11/14/18	
35890	SC	370 BOZEMAN ELITE COMMERCIAL CLEANERS	2880.00	11/18	11/14/18	
35891	SC	1299 CAMPBELLS PLUMBING & HEATING	200.32	11/18	11/14/18	
35892	SC	222 CDW GOVERNMENT, INC.	2115.77	11/18	11/14/18	
35893	SC	229 CENTURYLINK	14.69	11/18	11/14/18	
35894	SC	262 COMMERCIAL ENERGY OF MONTANA INC	433.13	11/18	11/14/18	
35895	SC	1503 COMPANION COPORATION	2749.00	11/18	11/14/18	
35896	SC	1337 CORE CONTROL	2650.00	11/18	11/14/18	
35897	SC	1396 ECKROTH MUSIC	361.00	11/18	11/14/18	
35898	SC	420 FOOD SERVICES OF AMERICA	4079.33	11/18	11/14/18	
35899	SC	1415 GALLATIN COUNTY TREASURER	201.79	11/18	11/14/18	
35900	SC	439 GALLATIN GATEWAY SCHOOL	49.45	11/18	11/14/18	
35901	SC	577 J&H INC	25.27	11/18	11/14/18	
35902	SC	1504 KROGSTAD, JEFF	70.52	11/18	11/14/18	
35903	SC	1505 LEDGESTONE SERVICES	1113.72	11/18	11/14/18	
35904	SC	1447 MACGILL SCHOOL NURSE SUPPLIES	79.30	11/18	11/14/18	
35905	SC	686 MASBO	160.00	11/18	11/14/18	
35906	SC	701 MCGRAW-HILL SCHOOL EDUCATION HOLD	900.96	11/18	11/14/18	
35907	SC	856 NORTHWESTERN ENERGY	2360.54	11/18	11/14/18	
35908	SC	964 REPUBLIC SERVICES #886	624.40	11/18	11/14/18	
35909	SC	1403 SYSCO MONTANA, INC.	1844.69	11/18	11/14/18	
35910	SC	1131 THE CARRIAGE HOUSE CAR WASH	24.06	11/18	11/14/18	
35911	SC	666 THOMAS, LORRIE	100.00	11/18	11/14/18	
35912	SC	1506 THREE SEASON, INC	125.00	11/18	11/14/18	
35913	SC	1507 TUININGA, JOSHUA	15.00	11/18	11/14/18	
35914	SC	1508 VINGER, NATHAN	15.00	11/18	11/14/18	

Claims Total # of Checks: 34

Total: 32205.83

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

11/12/18
19:25:49

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/18

Page: 2 of 9
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
4	CC-132 09/28/18 MONTHLY GARBAGE SERVICE	526.37		101	625		
	REPUBLIC SERVICES #886						
			CC Accounting: 101-	-100-	2600-	431	
5	CC-132 09/28/18 MONTHLY GARBAGE SERVICE	11.96		117	625		
	REPUBLIC SERVICES #886						
			CC Accounting: 117-	-610-	2600-	431	
6	CC-132 09/28/18 MONTHLY GARBAGE SERVICE	59.81		110	625		
	REPUBLIC SERVICES #886						
			CC Accounting: 110-	-100-	2600-	431	
7	CC-132 10/23/18 MONTHLY SUBSCRIPTION FEE	37.00		101	625		
	SURVEY MONKEY						
			CC Accounting: 101-	-100-	2300-	810	
8	CC-132 11/01/18 MONTHLY SEWER CHARGES	893.04		101	625		
	GALLATIN GATEWAY WATER & SEWER DISTRICT						
			CC Accounting: 101-	-100-	2600-	420	
9	CC-132 10/29/18 ANNUAL KITCHEN LICENSE FEE	118.72		101	625		
	MONTANA DEPARTMENT OF PUBLIC HEALTH						
			CC Accounting: 101-	-910-	3100-	810	
10	CC-132 11/02/18 MONTHLY INTERNET SERVICE	567.71		101	625		
	MONTANA OPTICOM						
			CC Accounting: 101-	-100-	2300-	530	
11	CC-132 11/02/18 MONTHLY INTERNET SERVICE	170.31		110	625		
	MONTANA OPTICOM						
			CC Accounting: 110-	-100-	2300-	530	
12	CC-132 11/02/18 MONTHLY INTERNET SERVICE	170.31		117	625		
	MONTANA OPTICOM						
			CC Accounting: 117-	-610-	2300-	530	
13	CC-132 11/02/18 MONTHLY INTERNET SERVICE	227.09		128	625		
	MONTANA OPTICOM						
			CC Accounting: 128-	-100-	2300-	530	
Total Check:		4,160.51					
-99876E	1305 BMO MASTERCARD						
	1443	1,264.06					
E. CLARK PCARD TRANSACTIONS #4634							
NOV 5, 2018 STATEMENT							
1	THERMA KOOL JUNIOR ICE PA	20.40					
	SCHOOL HEALTH CORPORATION						
			19-061	101	100-1000		610
2	SHIPPING/HANDLING	9.95					
	SCHOOL HEALTH CORPORATION						
			19-061	101	100-1000		610
3	VOLUNTEER DRIVER RECORD	7.37					
	MOTOR VEHICLE DIVISION						
			19-062	101	100-2300		330
4	BLACK TONER CARTRIDGE	168.99					
	STAPLES CREDIT PLAN						
			19-050	101	100-1000		610
5	CYAN TONER CARTRIDGE	296.99					
	STAPLES CREDIT PLAN						
			19-050	101	100-1000		610
6	MAGENTA TONER CARTRIDGE	296.99					
	STAPLES CREDIT PLAN						
			19-050	101	100-1000		610

11/12/18
19:25:49

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/18

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Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount				Acct/Source/	
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
7	YELLOW TONER CARTRIDGE	296.99	19-050	101		100-1000	610
	STAPLES CREDIT PLAN						
8	COUPON	-20.00	19-050	101		100-1000	610
	STAPLES CREDIT PLAN						
9	SNACK CART FOOD	127.42*	19-063	115		710-3400	610 112
	COSTICO						
10	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
11	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
12	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
13	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
14	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
15	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
16	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
17	VOLUNTEER DRIVER RECORD	7.37	19-057	101		100-2300	330
	MOTOR VEHICLE DIVISION						
	Total Check:	1,264.06					
-99875E	1305 BMO MASTERCARD						
	1444	430.31					
	TEACHER PCARD TRANSACTIONS #8647						
1	LIBRARY BOOKS	48.92	19-036	101		100-2225	640
	AMAZON.COM CREDIT SERVICES						
4	LIBRARY BOOKS	12.32	19-036	101		100-2225	640
	AMAZON.COM CREDIT SERVICES						
5	RED RIBBON- BRACELETS	197.50*	19-049	101		100-2120	610
	POSITIVE PROMOTIONS INC						
6	RED RIBBON- PENNANTS	17.75*	19-049	101		100-2120	610
	POSITIVE PROMOTIONS INC						
7	RED RIBBON- PENCILS	86.85*	19-049	101		100-2120	610
	POSITIVE PROMOTIONS INC						
8	RED RIBBON- STICKERS	31.90*	19-049	101		100-2120	610
	POSITIVE PROMOTIONS INC						
9	SHIPPING/HANDLING	35.07*	19-049	101		100-2120	610
	POSITIVE PROMOTIONS INC						
	Total Check:	430.31					

11/12/18
19:25:49

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 11/18

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Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
-99874E	1305 BMO MASTERCARD					
	1449	211.86				
	J. HETHERINGTON PCARD TRANSACTIONS #5017					
	NOVEMBER 5, 2018 STATEMENT					
1	Post-It Easel Pad	42.98				
			19-055	101	100-2225	610
	AMAZON.COM CREDIT SERVICES					
2	BASE PLATES	59.90	19-055	101	100-2225	610
	AMAZON.COM CREDIT SERVICES					
3	LEGO CLASSIC CREATIVE BOX	47.99	19-055	101	100-2225	610
	AMAZON.COM CREDIT SERVICES					
4	LIBRARY SKILLS PROGRAM	5.99	19-055	101	100-2225	610
	AMAZON.COM CREDIT SERVICES					
5	LIBRARY LABELS	40.00	19-056	101	100-2225	610
	COMPANION COPORATION					
6	SHIPPING & HANDLING	15.00	19-056	101	100-2225	610
	COMPANION COPORATION					
	Total Check:	211.86				
-99873E	1305 BMO MASTERCARD					
	1450	385.68				
	M. COON PCARD TRANSACTIONS #3608					
	NOVEMBER 5, 2018 STATEMENT					
1	KEYBOARD REPLACEMENTS	385.68				
			19-053	101	100-1000	682
	LENOVO					
	Total Check:	385.68				
-99872E	1305 BMO MASTERCARD					
	1451	1,500.00				
	A. DAVIS PCARD TRANSACTION #1614					
	NOVEMBER 5, 2018 STATEMENT					
	AIRLINE DEPOSIT					
			CC Accounting: 115-	-710-3400-582-710		
1	CC-133 10/15/18 DC TRIP- AIRLINE TICKETS (x15)	1,500.00		115	625	710
	UNITED AIRLINES					
	Total Check:	1,500.00				
35889S	43 ALSCO-AMERICAN LINEN DIVISION					
	1415	382.39				
1	LBIL144422 11/12/18 RUGS, TOWELS, MOPS, APRONS	28.86		101	100-2600	610
2	LBIL144422 11/12/18 RUGS, TOWELS, MOPS, APRONS	3.85		110	100-2700	610
3	LBIL144422 11/12/18 RUGS, TOWELS, MOPS, APRONS	15.40*		112	910-3100	610
4	LBIL144249 11/05/18 RUGS, TOWELS, MOPS, APRONS	86.60		101	100-2600	610
5	LBIL144249 11/05/18 RUGS, TOWELS, MOPS, APRONS	11.55		110	100-2700	610
6	LBIL144249 11/05/18 RUGS, TOWELS, MOPS, APRONS	46.19*		112	910-3100	610
7	LBIL144078 10/29/18 RUGS, TOWELS, MOPS, APRONS	25.95		101	100-2600	610
8	LBIL144078 10/29/18 RUGS, TOWELS, MOPS, APRONS	3.46		110	100-2700	610

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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
9	LBIL144078 10/29/18 RUGS, TOWELS, MOPS, APRONS	13.84*		112	910-3100	610
10	LBIL143908 10/22/18 RUGS, TOWELS, MOPS, APRONS	88.01		101	100-2600	610
11	LBIL143908 10/22/18 RUGS, TOWELS, MOPS, APRONS	11.74		110	100-2700	610
12	LBIL143908 10/22/18 RUGS, TOWELS, MOPS, APRONS	46.94*		112	910-3100	610
	Total Check:	382.39				
358908	370 BOZEMAN ELITE COMMERCIAL CLEANERS					
	1416	2,880.00				
1	1058 11/01/18 MONTHLY CUSTODIAL SERVICE	2,246.40		101	100-2600	433
2	1058 11/01/18 MONTHLY CUSTODIAL SERVICE	576.00		110	100-2600	433
3	1058 11/01/18 MONTHLY CUSTODIAL SERVICE	57.60*		117	610-2600	433
	Total Check:	2,880.00				
358918	1299 CAMPBELLS PLUMBING & HEATING					
	1417	200.32				
1	18575 10/16/18 PLUMBING SERVICE CALL & REPAIR LEAKING URINAL, BOYS BATHROOM FAUCET, DRINKING FOUNTAIN PRESSURE, LEAKING CLASSROOM SINK	200.32		101	100-2600	440
	Total Check:	200.32				
358928	222 CDW GOVERNMENT, INC.					
	1445	276.53				
1	PTW2671 10/30/18 CAT6 CABLE	141.44		101	100-1000	610
2	PTW2671 10/30/18 CRIMP TOOL	69.84		101	100-1000	610
3	PTW2671 10/30/18 CAT6 PLUGS 100PK	65.25		101	100-1000	610
	1446	1,839.24				
1	PVP9338 11/01/18 MERAKI ACCESS POINT (X2)	1,839.24		101	100-2600	610
	Total Check:	2,115.77				
358938	229 CENTURYLINK					
	1418	14.69				
1	1453256656 10/19/18 MONTHLY LONG DISTANCE CHAR	10.73		101	100-2300	531
2	1453256656 10/19/18 MONTHLY LONG DISTANCE CHAR	3.67		110	100-2300	531
3	1453256656 10/19/18 MONTHLY LONG DISTANCE CHAR	0.29		117	610-2300	531
	Total Check:	14.69				
358948	262 COMMERCIAL ENERGY OF MONTANA INC					
	1447	433.13				
1	NEW050180 11/05/18 GAS ON NWE SYSTEM	424.47		101	100-2600	411
2	NEW050180 11/05/18 GAS ON NWE SYSTEM	8.66*		117	610-2600	411
	Total Check:	433.13				

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj	
35895S	1503 COMPANION COPORATION							
	1419	2,749.00						
1	110745 10/22/18 ALEXANDRIA BASIC TRAINING	350.00*	371	101		100-2225	680	
2	110745 10/22/18 DATA CONVERSION	299.00*	371	101		100-2225	680	
3	110745 10/22/18 HOSTED ALEXANDRIA	2,100.00*	371	101		100-2225	680	
	Total Check:	2,749.00						
35896S	1337 CORE CONTROL							
	1420	2,650.00						
1	8917 11/01/18 WALK IN FREEZER- DEPOSIT	2,650.00*		161		100-2600	440 906	
	DEPOSIT PER CONTRACT SIGNED 10/24/18 AND BOARD APPROVED 10/24/2018							
	Total Check:	2,650.00						
35897S	1396 ECKROTH MUSIC							
	1421	361.00						
1	3198284 10/24/18 SNARE DRUM	361.00*	19-027	115		100-1000	610 194	
	Total Check:	361.00						
35898S	420 FOOD SERVICES OF AMERICA							
	1422	3,851.37						
1	5610881 10/18/18 FOOD	122.13*		101		910-3100	630	
2	5610881 10/18/18 FOOD	284.96*		112		910-3100	630	
3	5612598 10/22/18 FOOD	125.92*		101		910-3100	630	
4	5612598 10/22/18 FOOD	293.81*		112		910-3100	630	
5	5612598 10/22/18 SUPPLIES	67.22*		112		910-3100	610	
6	5614685 10/25/18 FOOD	221.97*		101		910-3100	630	
7	5614685 10/25/18 FOOD	517.93*		112		910-3100	630	
8	5616254 10/29/18 FOOD	128.26*		101		910-3100	630	
9	5616254 10/29/18 FOOD	299.26*		112		910-3100	630	
10	5617951 11/01/18 FOOD	258.74*		101		910-3100	630	
11	5617951 11/01/18 FOOD	603.74*		112		910-3100	630	
12	5619766 11/05/18 FOOD	278.23*		101		910-3100	630	
13	5619766 11/05/18 FOOD	649.20*		112		910-3100	630	
	1423	227.96						
1	5620378 11/06/18 COOPERATIVE FOOD ORDER	68.39*	19-040	101		910-3100	630	
2	5620378 11/06/18 COOPERATIVE FOOD ORDER	159.57*	19-040	112		910-3100	630	
	Total Check:	4,079.33						
35899S	1415 GALLATIN COUNTY TREASURER							
	1424	201.79						
1	RHF33735 10/31/18 1ST HALF- W/S DISTRICT TAXES	100.90		101		100-2300	810	
2	RHF33735 10/31/18 2ND HALF- W/S DISTRICT TAXES	100.89		101		100-2300	810	
	Total Check:	201.79						

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
35900S	439 GALLATIN GATEWAY SCHOOL						
1425		49.45					
1	11/12/18 NEEDEY STUDENT MEAL ACCOUNT- SS	19.80*		115		100-1000	810 110
2	11/12/18 NEEDEY STUDENT MEAL ACCOUNT- JM	29.65*		115		100-1000	810 110
	Total Check:	49.45					
35901S	577 J&H INC						
1426		25.27					
1	542498 10/12/18 COPIER- BUSINESS MANAGER	25.27		101		100-2500	550
	Total Check:	25.27					
35902S	1504 KROGSTAD, JEFF						
1427		70.52					
1	11/07/18 REIMBURSEMENT- VETERANS DAY	70.52*		115		710-3400	610 110
	Total Check:	70.52					
35903S	1505 LEDGESTONE SERVICES						
1428		1,113.72					
	BOYS' BATHROOM, KITCHEN, RAILING, HALLWAY MOLDING, BASEBOARDS						
1	18102401 10/25/18 LABOR	935.00		101		100-2600	440
2	18102401 10/25/18 MATERIALS	178.72		101		100-2600	440
	Total Check:	1,113.72					
35904S	1447 MACGILL SCHOOL NURSE SUPPLIES						
1439		79.30					
1	IN0653584 10/11/18 ACETAMINOPHEN	13.52*	19-047	115		100-2131	610 110
2	IN0653584 10/11/18 IBUPROFEN	24.00*	19-047	115		100-2131	610 110
3	IN0653584 10/11/18 BENEDRYL	9.40*	19-047	115		100-2131	610 110
4	IN0653584 10/11/18 SICKNESS BAGS	5.99*	19-047	115		100-2131	610 110
5	IN0653584 10/11/18 SALINE WOUND WASH	8.50*	19-047	115		100-2131	610 110
6	IN0653584 10/11/18 TRIPLE ANTIBIOTIC OINTMEN	7.40*	19-047	115		100-2131	610 110
7	IN0653584 10/11/18 TRIPLE ANTIBIOTIC TUBE	3.75*	19-047	115		100-2131	610 110
8	IN0653584 10/11/18 HYDROCORTOZONE	3.49*	19-047	115		100-2131	610 110
9	IN0653584 10/11/18 HYDROCORTIZONE	3.25*	19-047	115		100-2131	610 110
	Total Check:	79.30					
35905S	686 MASBO						
1430		160.00					
1	6388 10/30/18 ELECTION WORKSHOP- FISHER	80.00		101		100-2500	582
2	6388 10/30/18 TECH WORKSHOP- FISHER	80.00		101		100-2500	582
	Total Check:	160.00					

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj	
35906S	701 MCGRAW-HILL SCHOOL EDUCATION	900.96						
1429								
1	1057678450 10/11/18 CMC- Workbook 1- Level A	116.70*	19-048	115		420-1000	610 425	
2	1057678450 10/11/18 CMC- Workbook 2- level A	116.70*	19-048	115		420-1000	610 425	
3	1057678450 10/11/18 CMC- Assessment Book- Lev	77.40*	19-048	115		420-1000	610 425	
4	1057678450 10/11/18 CMC- Teacher PKG Level A	507.15*	19-048	115		420-1000	610 425	
5	1057678450 10/11/18 SHIPPING & HANDLING	70.78*	19-048	115		420-1000	610 425	
6	1057678450 10/11/18 SHIPPING & HANDLING EXCESS	12.23*		115		420-1000	610 425	
	Total Check:	900.96						
35907S	856 NORTHWESTERN ENERGY	2,360.54						
1448								
1	11/05/18 ELECTRICITY	1,136.88		101		100-2600	412	
2	11/05/18 ELECTRICITY	291.51		110		100-2600	412	
3	11/05/18 ELECTRICITY	29.15*		117		610-2600	412	
4	11/05/18 POWER-LIGHTS	110.72		101		100-2600	410	
5	11/05/18 POWER-LIGHTS	115.33		110		100-2600	410	
6	11/05/18 POWER-LIGHTS	4.61*		117		610-2600	410	
7	11/05/18 NATURAL GAS	658.89		101		100-2600	411	
8	11/05/18 NATURAL GAS	13.45*		117		610-2600	411	
	Total Check:	2,360.54						
35908S	964 REPUBLIC SERVICES #886	624.40						
1431								
1	0886-00140 10/28/18 MONTHLY GARBAGE SERVCIE	549.47		101		100-2600	431	
2	0886-00140 10/28/18 MONTHLY GARBAGE SERVCIE	62.44		110		100-2600	431	
3	0886-00140 10/28/18 MONTHLY GARBAGE SERVCIE	12.49*		117		610-2600	431	
	Total Check:	624.40						
35909S	1403 SYSCO MONTANA, INC.	1,261.78						
1432								
1	143995328 10/27/18 CREDIT MEMO	-10.77*		101		910-3100	630	
2	143995328 10/27/18 CREDIT MEMO	-25.12*		112		910-3100	630	
3	143986235 10/16/18 FOOD	63.89*		101		910-3100	630	
4	143986235 10/16/18 FOOD	149.09*		112		910-3100	630	
5	143995328 10/23/18 FOOD	62.38*		101		910-3100	630	
6	143995328 10/23/18 FOOD	145.56*		112		910-3100	630	
7	143999985 10/26/18 FOOD	117.33*		101		910-3100	630	
8	143999985 10/26/18 FOOD	273.78*		112		910-3100	630	
9	243004600 10/30/18 FOOD	145.69*		101		910-3100	630	
10	243004600 10/30/18 FOOD	339.95*		112		910-3100	630	
1433		582.91						
1	243011050 11/02/18 FOOD	82.45*		101		910-3100	630	
2	243011050 11/02/18 FOOD	192.37*		112		910-3100	630	
3	243015028 11/06/18 FOOD	68.67*		101		910-3100	630	
4	243015028 11/06/18 FOOD	160.24*		112		910-3100	630	
5	243015028 11/06/18 SUPPLIES	79.18*		112		910-3100	610	
	Total Check:	1,844.69						

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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
35910S	1131 THE CARRIAGE HOUSE CAR WASH					
1434		24.06				
1	3485 10/31/18 BUS WASH- X1	24.06		110	100-2700	440
	Total Check:	24.06				
35911S	666 THOMAS, LORRIE					
1435		100.00				
1	10/27/18 BACTERIOLOGICAL SAMPLE- NOV	98.00		101	100-2600	421
2	10/27/18 BACTERIOLOGICAL SAMPLE- NOV	2.00*		117	610-2600	421
	Total Check:	100.00				
35912S	1506 THREE SEASON, INC					
1436		125.00				
1	1796 10/31/18 SNOW REMOVAL- OCT 13	62.50		101	100-2630	432
2	1796 10/31/18 SNOW REMOVAL- OCT 14	62.50		101	100-2630	432
	Total Check:	125.00				
35913S	1507 TUININGA, JOSHUA					
1437		15.00				
1	401714 10/04/18 REIMBURSEMENT- FINGERPRINTING	15.00		101	100-2300	330
	Total Check:	15.00				
35914S	1508 VINGER, NATHAN					
1438		15.00				
1	190022 10/27/18 REIMBURSEMENT- FINGERPRINTING	15.00		101	100-2300	330
	Total Check:	15.00				
	# of Claims	37				
	Total:	32,205.83				

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	95,136.72	388,766.34	1,227,342.00	1,227,342.00	838,575.66	32 %
110 TRANSPORTATION	9,492.32	43,002.16	99,750.00	99,750.00	56,747.84	43 %
111 BUS DEPRECIATION	0.00	0.00	88,317.00	88,317.00	88,317.00	0 %
113 TUITION	0.00	0.00	885.00	885.00	885.00	0 %
114 RETIREMENT	13,423.86	44,670.38	174,496.00	174,496.00	129,825.62	26 %
117 ADULT EDUCATION FUND	439.50	2,453.56	19,515.00	19,515.00	17,061.44	13 %
128 TECHNOLOGY FUNDS	1,457.56	5,918.69	22,501.00	22,501.00	16,582.31	26 %
129 FLEXIBILITY FUND	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
161 BUILDING RESERVE	2,650.00	2,650.00	160,347.00	160,347.00	157,697.00	2 %
Grand Total:	122,599.96	487,461.13	1,804,119.00	1,804,119.00	1,316,657.87	27 %

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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	40,580.72	121,742.16	482,519.00	482,519.00	360,776.84	25 %
117 AIDES	4,564.76	10,713.63	37,134.00	37,134.00	26,420.37	28 %
120 TEMPORARY SALARIES	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
122 SUBSTITUTE TEACHERS	595.00	1,615.00	0.00	0.00	-1,615.00	*** %
150 STIPEND	25.00	2,160.00	3,230.00	3,230.00	1,070.00	66 %
190 LEAVE - PAY	0.00	0.00	18,000.00	18,000.00	18,000.00	0 %
250 WORKERS' COMPENSATION	229.93	701.92	2,619.00	2,619.00	1,917.08	26 %
260 HEALTH INS	6,760.15	20,182.32	78,314.00	78,314.00	58,131.68	25 %
330 OTHER PROFESSIONAL SERVICES	0.00	4,025.00	4,025.00	4,025.00	0.00	100 %
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	310.00	3,500.00	3,500.00	3,190.00	8 %
610 SUPPLIES	276.53	4,085.17	17,000.00	17,000.00	12,914.83	24 %
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	0.00	4,235.80	9,000.00	9,000.00	4,764.20	47 %
682 SUPPLIES- TECHNOLOGY	385.68	605.16	2,000.00	2,000.00	1,394.84	30 %
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 %
Function Total:	53,417.77	174,554.08	680,316.00	680,316.00	505,761.92	25 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	561.60	1,254.24	5,391.00	5,391.00	4,136.76	23 %
250 WORKERS' COMPENSATION	2.82	6.29	27.00	27.00	20.71	23 %
260 HEALTH INS	20.08	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 %
Function Total:	584.50	1,320.77	6,144.00	6,144.00	4,823.23	21 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	3,318.97	9,956.91	39,828.00	39,828.00	29,871.09	25 %
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
250 WORKERS' COMPENSATION	16.68	50.04	200.00	200.00	149.96	25 %
260 HEALTH INS	517.65	1,541.92	6,212.00	6,212.00	4,670.08	24 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	270.00	270.00	270.00	0.00	100 %
610 SUPPLIES	310.00	679.07	250.00	250.00	-429.07	271 %
Function Total:	4,163.30	12,497.94	46,890.00	46,890.00	34,392.06	26 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	650.00	650.00	650.00	0 %
610 SUPPLIES	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	1,150.00	1,150.00	1,150.00	0 %

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101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% 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	*** %
Function Total:	0.00	346.94	1,025.00	1,025.00	678.06	33 %
2150 Speech Pathology & Audiology Services						
330 OTHER PROFESSIONAL SERVICES	0.00	90.00	0.00	0.00	-90.00	*** %
Function Total:	0.00	90.00	0.00	0.00	-90.00	*** %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	2,224.80	6,674.40	22,248.00	22,248.00	15,573.60	30 %
190 LEAVE - PAY	0.00	0.00	255.00	255.00	255.00	0 %
250 WORKERS' COMPENSATION	11.18	33.54	112.00	112.00	78.46	29 %
260 HEALTH INS	365.40	1,070.27	3,654.00	3,654.00	2,583.73	29 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	150.00	150.00	150.00	0 %
610 SUPPLIES	0.00	240.85	500.00	500.00	259.15	48 %
640 BOOKS	6.05	740.82	1,500.00	1,500.00	759.18	49 %
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	2,803.98	875.00	875.00	-1,928.98	320 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	2,607.43	11,563.86	29,754.00	29,754.00	18,190.14	38 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	88.96	2,557.76	6,000.00	6,000.00	3,442.24	42 %
331 PROF. SERV. AUDITOR	0.00	0.00	9,000.00	9,000.00	9,000.00	0 %
332 PROF. SERV. LEGAL	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	567.71	1,260.69	3,000.00	3,000.00	1,739.31	42 %
531 COMMUNICATIONS- TELEPHONE	10.73	935.58	1,971.00	1,971.00	1,035.42	47 %
532 POSTAGE	0.00	1,038.10	1,750.00	1,750.00	711.90	59 %
540 ADVERTISING	0.00	459.35	500.00	500.00	40.65	91 %
550 PRINTING/DUPLICATING	0.00	1,539.12	4,500.00	4,500.00	2,960.88	34 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	525.00	2,000.00	2,000.00	1,475.00	26 %
610 SUPPLIES	0.00	303.34	1,000.00	1,000.00	696.66	30 %
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	238.79	4,259.20	6,500.00	6,500.00	2,240.80	65 %
Function Total:	906.19	13,384.16	38,471.00	38,471.00	25,086.84	34 %
2314 ELECTIONS						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	450.00	450.00	450.00	0 %
540 ADVERTISING	0.00	0.00	75.00	75.00	75.00	0 %
Function Total:	0.00	0.00	525.00	525.00	525.00	0 %
2400 SCHOOL ADMINISTRATION						
111 ADMINISTRATIVE SALARY	4,833.44	24,167.12	58,001.00	58,001.00	33,833.88	41 %
115 OFFICE/CLERICAL SALARY	2,830.36	14,168.71	32,543.00	32,543.00	18,374.29	43 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	784.60	1,445.00	1,445.00	660.40	54 %
190 LEAVE - PAY	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
250 WORKERS' COMPENSATION	38.50	195.09	461.00	461.00	265.91	42 %
260 HEALTH INS	934.13	4,670.65	11,195.00	11,195.00	6,524.35	41 %
340 TECHNICAL SERVICES	0.00	800.00	1,775.00	1,775.00	975.00	45 %

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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	299.59	2,098.03	2,500.00	2,500.00	401.97	83 %
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	455.00	525.00	525.00	70.00	86 %
Function Total:	8,936.02	50,867.79	113,445.00	113,445.00	62,577.21	44 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,817.93	18,305.78	43,480.00	43,480.00	25,174.22	42 %
190 LEAVE - PAY	0.00	0.00	8,961.00	8,961.00	8,961.00	0 %
250 WORKERS' COMPENSATION	18.31	87.27	208.00	208.00	120.73	41 %
260 HEALTH INS	159.38	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	25.27	157.13	360.00	360.00	202.87	43 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	160.00	219.79	1,500.00	1,500.00	1,280.21	14 %
610 SUPPLIES	0.00	0.00	250.00	250.00	250.00	0 %
680 COMPUTER SOFTWARE	14.99	1,918.34	7,000.00	7,000.00	5,081.66	27 %
810 DUES AND FEES	0.00	184.21	700.00	700.00	515.79	26 %
Function Total:	4,195.88	24,019.40	67,921.00	67,921.00	43,901.60	35 %
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	110.72	432.21	1,050.00	1,050.00	617.79	41 %
411 NATURAL GAS	1,083.36	2,273.09	11,550.00	11,550.00	9,276.91	19 %
412 ELECTRICITY	1,136.88	4,451.90	15,225.00	15,225.00	10,773.10	29 %
420 OTHER UTILITY SERVICES- SEWER	893.04	4,465.20	10,716.00	10,716.00	6,250.80	41 %
421 WATER TESTS	98.00	597.80	1,800.00	1,800.00	1,202.20	33 %
431 DISPOSAL SERVICE	1,075.84	3,707.67	6,019.00	6,019.00	2,311.33	61 %
433 CUSTODIAL SERVICES	2,246.40	11,232.00	26,957.00	26,957.00	15,725.00	41 %
440 REPAIR AND MAINTENANCE SERVICE	1,314.04	13,339.39	15,001.00	15,001.00	1,661.61	88 %
520 INSURANCE	0.00	13,880.10	13,487.00	13,487.00	-393.10	102 %
610 SUPPLIES	2,068.66	2,922.65	5,200.00	5,200.00	2,277.35	56 %
810 DUES AND FEES	0.00	100.00	1,500.00	1,500.00	1,400.00	6 %
Function Total:	10,026.94	61,026.13	113,570.00	113,570.00	52,543.87	53 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	125.00	125.00	4,000.00	4,000.00	3,875.00	3 %
Function Total:	125.00	125.00	4,000.00	4,000.00	3,875.00	3 %
3500 EXTRACURRICULAR ATHLETICS						
680 COMPUTER SOFTWARE	0.00	30.49	0.00	0.00	-30.49	*** %
Function Total:	0.00	30.49	0.00	0.00	-30.49	*** %
Program Total:	84,963.03	349,826.56	1,103,311.00	1,103,311.00	753,484.44	31 %
Program Group Total:	84,963.03	349,826.56	1,103,311.00	1,103,311.00	753,484.44	31 %

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200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	2,892.33	8,676.99	34,708.00	34,708.00	26,031.01	25 %
117 AIDES	2,273.25	4,922.75	24,266.00	24,266.00	19,343.25	20 %
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	25.96	68.34	296.00	296.00	227.66	23 %
260 HEALTH INS	821.50	2,340.87	9,433.00	9,433.00	7,092.13	24 %
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	0.00	350.00	350.00	350.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	150.00	150.00	150.00	0 %
Function Total:	6,013.04	16,435.73	70,673.00	70,673.00	54,237.27	23 %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
119 OTHER SUPERVISORY SALARIES	216.42	1,082.13	2,597.00	2,597.00	1,514.87	41 %
250 WORKERS' COMPENSATION	1.09	5.45	13.00	13.00	7.55	41 %
260 HEALTH INS	18.27	91.35	228.00	228.00	136.65	40 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	50.00	50.00	50.00	0 %
Function Total:	235.78	1,178.93	2,888.00	2,888.00	1,709.07	40 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	2,667.00	2,667.00	2,667.00	0 %
Function Total:	0.00	0.00	2,667.00	2,667.00	2,667.00	0 %
Program Total:	6,248.82	17,614.66	76,228.00	76,228.00	58,613.34	23 %
Program Group Total:	6,248.82	17,614.66	76,228.00	76,228.00	58,613.34	23 %
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 %
Function Total:	0.00	945.00	2,700.00	2,700.00	1,755.00	35 %
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	500.00	500.00	500.00	0 %
Program Total:	0.00	945.00	3,200.00	3,200.00	2,255.00	29 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	3,333.80	3,300.00	3,300.00	-33.80	101 %
Function Total:	0.00	3,333.80	3,300.00	3,300.00	-33.80	101 %
Program Total:	0.00	3,333.80	3,300.00	3,300.00	-33.80	101 %
Program Group Total:	0.00	4,278.80	6,500.00	6,500.00	2,221.20	65 %
700						

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700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	1,600.00	2,725.00	2,725.00	1,125.00	58 %
250 WORKERS' COMPENSATION	0.00	8.04	14.00	14.00	5.96	57 %
260 HEALTH INS	0.00	153.49	247.00	247.00	93.51	62 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	0.00	1,761.53	5,986.00	5,986.00	4,224.47	29 %
Program Total:	0.00	1,761.53	5,986.00	5,986.00	4,224.47	29 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	188.81	710.72	2,991.00	2,991.00	2,280.28	23 %
150 STIPEND	100.00	2,200.00	10,810.00	10,810.00	8,610.00	20 %
250 WORKERS' COMPENSATION	1.45	14.65	69.00	69.00	54.35	21 %
540 ADVERTISING	0.00	469.44	0.00	0.00	-469.44	*** %
Function Total:	290.26	3,394.81	13,870.00	13,870.00	10,475.19	24 %
Program Total:	290.26	3,394.81	13,870.00	13,870.00	10,475.19	24 %
Program Group Total:	290.26	5,156.34	19,856.00	19,856.00	14,699.66	25 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	1,382.55	3,170.30	11,062.00	11,062.00	7,891.70	28 %
119 OTHER SUPERVISORY SALARIES	216.42	1,082.13	2,597.00	2,597.00	1,514.87	41 %
126 SUBSTITUTE COOKS	18.80	27.80	288.00	288.00	260.20	9 %
250 WORKERS' COMPENSATION	87.46	203.56	789.00	789.00	585.44	25 %
260 HEALTH INS	145.77	473.84	1,503.00	1,503.00	1,029.16	31 %
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	1,664.89	6,404.54	4,484.00	4,484.00	-1,920.54	142 %
810 DUES AND FEES	118.72	160.72	0.00	0.00	-160.72	*** %
Function Total:	3,634.61	11,889.98	21,447.00	21,447.00	9,557.02	55 %
Program Total:	3,634.61	11,889.98	21,447.00	21,447.00	9,557.02	55 %
Program Group Total:	3,634.61	11,889.98	21,447.00	21,447.00	9,557.02	55 %
Fund Total:	95,136.72	388,766.34	1,227,342.00	1,227,342.00	838,575.66	31 %

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110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	170.31	378.20	1,955.00	1,955.00	1,576.80	19 %
531 COMMUNICATIONS- TELEPHONE	3.67	320.43	1,200.00	1,200.00	879.57	26 %
680 COMPUTER SOFTWARE	0.00	45.00	0.00	0.00	-45.00	*** %
Function Total:	173.98	743.63	3,155.00	3,155.00	2,411.37	23 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,272.65	6,101.93	14,493.00	14,493.00	8,391.07	42 %
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
250 WORKERS' COMPENSATION	6.10	29.11	69.00	69.00	39.89	42 %
260 HEALTH INS	53.12	265.62	638.00	638.00	372.38	41 %
Function Total:	1,331.87	6,396.66	16,200.00	16,200.00	9,803.34	39 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	115.33	450.21	1,215.00	1,215.00	764.79	37 %
412 ELECTRICITY	291.51	1,141.51	3,075.00	3,075.00	1,933.49	37 %
431 DISPOSAL SERVICE	122.25	421.31	700.00	700.00	278.69	60 %
433 CUSTODIAL SERVICES	576.00	2,880.00	6,912.00	6,912.00	4,032.00	41 %
Function Total:	1,105.09	4,893.03	11,902.00	11,902.00	7,008.97	41 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
Function Total:	0.00	0.00	2,200.00	2,200.00	2,200.00	0 %
2700 STUDENT TRANSPORTATION						
115 OFFICE/CLERICAL SALARY	385.96	1,932.09	4,438.00	4,438.00	2,505.91	43 %
118 BUS DRIVERS	2,718.96	6,366.12	13,261.00	13,261.00	6,894.88	48 %
119 OTHER SUPERVISORY SALARIES	1,803.52	9,017.60	21,642.00	21,642.00	12,624.40	41 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	42.90	115.00	115.00	72.10	37 %
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	185.63	471.60	965.00	965.00	493.40	48 %
260 HEALTH INS	369.45	1,553.01	3,401.00	3,401.00	1,847.99	45 %
330 OTHER PROFESSIONAL SERVICES	0.00	52.50	650.00	650.00	597.50	8 %
440 REPAIR AND MAINTENANCE SERVICE	24.06	105.01	6,000.00	6,000.00	5,894.99	1 %
520 INSURANCE	0.00	6,406.20	6,406.00	6,406.00	-0.20	100 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	30.63	250.00	250.00	219.37	12 %
610 SUPPLIES	30.60	130.46	750.00	750.00	619.54	17 %
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	0.00	150.00	150.00	150.00	0 %
Function Total:	5,518.18	26,887.30	65,338.00	65,338.00	38,450.70	41 %
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	1,363.20	1,363.20	600.00	600.00	-763.20	227 %
Function Total:	1,363.20	4,081.54	955.00	955.00	-3,126.54	427 %
Program Total:	9,492.32	43,002.16	99,750.00	99,750.00	56,747.84	43 %
Program Group Total:	9,492.32	43,002.16	99,750.00	99,750.00	56,747.84	43 %
Fund Total:	9,492.32	43,002.16	99,750.00	99,750.00	56,747.84	43 %

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111 BUS DEPRECIATION

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100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	0.00	88,317.00	88,317.00	88,317.00	0 %
Function Total:	0.00	0.00	88,317.00	88,317.00	88,317.00	0 %
Program Total:	0.00	0.00	88,317.00	88,317.00	88,317.00	0 %
Program Group Total:	0.00	0.00	88,317.00	88,317.00	88,317.00	0 %
Fund Total:	0.00	0.00	88,317.00	88,317.00	88,317.00	0 %

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113 TUITION

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

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	3,331.04	9,911.80	42,000.00	42,000.00	32,088.20	23 %
220 TRS	4,076.23	11,953.68	45,524.00	45,524.00	33,570.32	26 %
240 UNEMPLOYMENT	219.67	653.91	2,502.00	2,502.00	1,848.09	26 %
Function Total:	7,626.94	22,519.39	90,026.00	90,026.00	67,506.61	25 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	42.96	95.94	412.00	412.00	316.06	23 %
220 TRS	50.37	112.50	0.00	0.00	-112.50	*** %
240 UNEMPLOYMENT	2.70	6.02	26.00	26.00	19.98	23 %
Function Total:	96.03	214.46	438.00	438.00	223.54	48 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	231.72	695.66	3,047.00	3,047.00	2,351.34	22 %
220 TRS	297.71	893.13	3,573.00	3,573.00	2,679.87	24 %
240 UNEMPLOYMENT	15.93	47.79	191.00	191.00	143.21	25 %
Function Total:	545.36	1,636.58	6,811.00	6,811.00	5,174.42	24 %
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 %
Function Total:	0.00	0.00	3,805.00	3,805.00	3,805.00	0 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	146.29	440.58	2,000.00	2,000.00	1,559.42	22 %
220 TRS	199.56	598.70	1,850.00	1,850.00	1,251.30	32 %
240 UNEMPLOYMENT	10.68	32.04	109.00	109.00	76.96	29 %
Function Total:	356.53	1,071.32	3,959.00	3,959.00	2,887.68	27 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	585.18	2,972.05	6,933.00	6,933.00	3,960.95	42 %
220 TRS	433.56	2,167.78	5,203.00	5,203.00	3,035.22	41 %
230 PERS	234.92	1,202.11	2,771.00	2,771.00	1,568.89	43 %
240 UNEMPLOYMENT	36.78	187.77	441.00	441.00	253.23	42 %
Function Total:	1,290.44	6,529.71	15,348.00	15,348.00	8,818.29	42 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	389.43	1,867.19	4,435.00	4,435.00	2,567.81	42 %
230 PERS	422.52	2,025.85	4,812.00	4,812.00	2,786.15	42 %
240 UNEMPLOYMENT	24.43	117.15	278.00	278.00	160.85	42 %
Function Total:	836.38	4,010.19	9,525.00	9,525.00	5,514.81	42 %
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	79.80	239.41	3,500.00	3,500.00	3,260.59	6 %
220 TRS	98.95	296.85	2,500.00	2,500.00	2,203.15	11 %
240 UNEMPLOYMENT	5.30	15.90	64.00	64.00	48.10	24 %
Function Total:	184.05	552.16	6,064.00	6,064.00	5,511.84	9 %
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 %
Function Total:	0.00	293.17	547.00	547.00	253.83	53 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	379.90	1,343.64	5,000.00	5,000.00	3,656.36	26 %
220 TRS	161.78	808.88	2,800.00	2,800.00	1,991.12	28 %
230 PERS	165.27	477.07	500.00	500.00	22.93	95 %
240 UNEMPLOYMENT	23.85	84.57	200.00	200.00	115.43	42 %
Function Total:	730.80	2,714.16	8,500.00	8,500.00	5,785.84	31 %
Program Total:	11,666.53	39,541.14	145,023.00	145,023.00	105,481.86	27 %
Program Group Total:	11,666.53	39,541.14	145,023.00	145,023.00	105,481.86	27 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	382.25	1,001.99	6,500.00	6,500.00	5,498.01	15 %
220 TRS	463.36	1,219.91	6,500.00	6,500.00	5,280.09	18 %
240 UNEMPLOYMENT	24.80	65.27	283.00	283.00	217.73	23 %
Function Total:	870.41	2,287.17	13,283.00	13,283.00	10,995.83	17 %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
210 SOCIAL SECURITY AND MEDICARE	16.56	82.51	197.00	197.00	114.49	41 %
220 TRS	19.41	97.06	233.00	233.00	135.94	41 %
240 UNEMPLOYMENT	1.04	5.20	12.00	12.00	6.80	43 %
Function Total:	37.01	184.77	442.00	442.00	257.23	41 %
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
Function Total:	0.00	0.00	4,800.00	4,800.00	4,800.00	0 %
Program Total:	907.42	2,471.94	18,525.00	18,525.00	16,053.06	13 %
Program Group Total:	907.42	2,471.94	18,525.00	18,525.00	16,053.06	13 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	9.35	31.33	300.00	300.00	268.67	10 %
220 TRS	6.47	32.36	100.00	100.00	67.64	32 %
240 UNEMPLOYMENT	0.59	1.98	30.00	30.00	28.02	6 %
Function Total:	16.41	65.67	430.00	430.00	364.33	15 %
Program Total:	16.41	65.67	430.00	430.00	364.33	15 %
Program Group Total:	16.41	65.67	430.00	430.00	364.33	15 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	120.68	300.00	300.00	179.32	40 %
240 UNEMPLOYMENT	0.00	7.68	30.00	30.00	22.32	25 %
Function Total:	0.00	128.36	330.00	330.00	201.64	38 %
Program Total:	0.00	128.36	330.00	330.00	201.64	38 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	21.19	219.86	1,049.00	1,049.00	829.14	20 %
220 TRS	6.47	32.36	100.00	100.00	67.64	32 %
240 UNEMPLOYMENT	1.39	13.98	75.00	75.00	61.02	18 %
Function Total:	29.05	266.20	1,224.00	1,224.00	957.80	21 %
Program Total:	29.05	266.20	1,224.00	1,224.00	957.80	21 %

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114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Program Group Total:	29.05	394.56	1,554.00	1,554.00	1,159.44	25 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	373.89	1,043.43	4,000.00	4,000.00	2,956.57	26 %
220 TRS	19.41	97.06	350.00	350.00	252.94	27 %
230 PERS	387.69	991.09	4,300.00	4,300.00	3,308.91	23 %
240 UNEMPLOYMENT	23.46	65.49	314.00	314.00	248.51	20 %
Function Total:	804.45	2,197.07	8,964.00	8,964.00	6,766.93	24 %
Program Total:	804.45	2,197.07	8,964.00	8,964.00	6,766.93	24 %
Program Group Total:	804.45	2,197.07	8,964.00	8,964.00	6,766.93	24 %
Fund Total:	13,423.86	44,670.38	174,496.00	174,496.00	129,825.62	25 %

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117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
119 OTHER SUPERVISORY SALARIES	72.14	360.71	3,500.00	3,500.00	3,139.29	10 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	50.00	50.00	2,800.00	2,800.00	2,750.00	1 %
250 WORKERS' COMPENSATION	0.61	2.08	50.00	50.00	47.92	4 %
260 HEALTH INS	6.23	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 %
Function Total:	128.98	419.02	17,349.00	17,349.00	16,929.98	2 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	170.31	378.20	1,966.00	1,966.00	1,587.80	19 %
531 COMMUNICATIONS- TELEPHONE	0.29	25.64	200.00	200.00	174.36	12 %
Function Total:	170.60	403.84	2,166.00	2,166.00	1,762.16	18 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	4.61	18.00	0.00	0.00	-18.00	*** %
411 NATURAL GAS	22.11	46.40	0.00	0.00	-46.40	*** %
412 ELECTRICITY	29.15	114.14	0.00	0.00	-114.14	*** %
421 WATER TESTS	2.00	12.20	0.00	0.00	-12.20	*** %
431 DISPOSAL SERVICE	24.45	84.26	0.00	0.00	-84.26	*** %
433 CUSTODIAL SERVICES	57.60	288.00	0.00	0.00	-288.00	*** %
520 INSURANCE	0.00	1,067.70	0.00	0.00	-1,067.70	*** %
Function Total:	139.92	1,630.70	0.00	0.00	-1,630.70	*** %
Program Total:	439.50	2,453.56	19,515.00	19,515.00	17,061.44	12 %
Program Group Total:	439.50	2,453.56	19,515.00	19,515.00	17,061.44	12 %
Fund Total:	439.50	2,453.56	19,515.00	19,515.00	17,061.44	12 %

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128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% 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	535.00	1,351.00	1,351.00	816.00	39 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	200.00	200.00	200.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	2,576.00	2,576.00	2,576.00	0 %
Function Total:	0.00	535.00	5,127.00	5,127.00	4,592.00	10 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	227.09	504.28	2,606.00	2,606.00	2,101.72	19 %
680 COMPUTER SOFTWARE	0.00	1,188.00	0.00	0.00	-1,188.00	*** %
Function Total:	227.09	1,692.28	2,606.00	2,606.00	913.72	64 %
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	1,103.13	3,309.39	13,238.00	13,238.00	9,928.61	24 %
250 WORKERS' COMPENSATION	5.54	16.62	66.00	66.00	49.38	25 %
260 HEALTH INS	121.80	365.40	1,464.00	1,464.00	1,098.60	24 %
Function Total:	1,230.47	3,691.41	14,768.00	14,768.00	11,076.59	24 %
Program Total:	1,457.56	5,918.69	22,501.00	22,501.00	16,582.31	26 %
Program Group Total:	1,457.56	5,918.69	22,501.00	22,501.00	16,582.31	26 %
Fund Total:	1,457.56	5,918.69	22,501.00	22,501.00	16,582.31	26 %

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129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% 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 %
Function Total:	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
2400 SCHOOL ADMINISTRATION						
680 COMPUTER SOFTWARE	0.00	0.00	2,966.00	2,966.00	2,966.00	0 %
Function Total:	0.00	0.00	2,966.00	2,966.00	2,966.00	0 %
Program Total:	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
Program Group Total:	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
Fund Total:	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %

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161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% 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 BUILDING RESERVE- VOTED	2,650.00	2,650.00	0.00	0.00	-2,650.00	*** %
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 %
Function Total:	2,650.00	2,650.00	160,347.00	160,347.00	157,697.00	1 %
Program Total:	2,650.00	2,650.00	160,347.00	160,347.00	157,697.00	1 %
Program Group Total:	2,650.00	2,650.00	160,347.00	160,347.00	157,697.00	1 %
Fund Total:	2,650.00	2,650.00	160,347.00	160,347.00	157,697.00	1 %
Grand Total:	122,599.96	487,461.13	1,804,119.00	1,804,119.00	1,316,657.87	27 %

November/December - as of November 9, 2018
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel
Gary Jones

Kitchen/Food Service

Stacy Webb (Roscoe)
Connie Evenson
Jeff Krogstad

Teachers/Aides/Other

Shelly Berezay
Dayna Bergin
April Bettilyon
Tina Colstad
Cynthia Corliss
Kate Cottingham
Connie Evenson
Jason Fischer
Karen Fujimori
Kevin Germann
Jennifer Gilbert
Wendy Hourigan
Skyla Jenkins
Kris Keller
Spencer Kirkemo

Jeff Krogstad
Miranda Leutz
Alexander Luebbe
Bethany Macquarrie
Heidi Maus
Hannah Mayer
Darcy Nordhagen
Brad Parsch
Teresa Ann Quatraro
Robin Schauers
Travis W. Silver
Nicorie Steinpfad
Barry Sulam
Mary Thurber-Martin

Office/Clerical

Connie Evenson

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

Agenda Item: Non-resident Student Attendance Agreements

Background:

Gallatin Gateway School Board set the 2018-2019 tuition rate at the April 16, 2018 regular board meeting as follows: *to set 2018-2019 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.*

Attendance agreements for 2018-2019 were sent home with students the week of May 8, 2018. Families were informed that the Gallatin Gateway School Board approves the attendance of out-of-district students at a regularly posted board meeting. Upon the Superintendent's review of applications, using Policy 3141, the Superintendent recommendation will be made at the **May 16, 2018** and **June 27, 2018** regular Board meetings for currently enrolled students and at the August meeting for any new out-of-district enrollees (including Kindergarten).

Families were also:

- Invited to attend the May 16 or June 27 meetings
- Informed that attendance agreements received at the school by Friday, May 11, 2018 would be reviewed at the Board meeting on Wednesday, May 16, 2018 at 6:00pm in the Boardroom; and attendance agreements received after May 11, 2018, but before June 22, 2018 will be reviewed at the Board meeting on Wednesday, June 27, 2018 at 6:00pm in the GGS Board room.

Out of District Enrollment History:

2013-2014	37
2014-2015	24
2015-2016	28
2016-2017	25
2017-2018	34

District approved twenty-two (22) attendance agreements on May 16, 2018.

District approved six (6) attendance agreements on June 27, 2018.

District approved nineteen (19) attendance agreement on August 15, 2018

The District has received one (1) additional attendance agreement for 2018-2019.

Superintendent Recommendation:

Approve attendance agreement for students who reside out-of-district and request continued enrollment for 2018-2019:

Grade	Status	Home School District	Tuition
3	New	Bozeman	\$0

Recommended Motion: to approve the Discretionary Non-resident Student Attendance Agreements presented for the 2018-2019 school year:

November 2018 Superintendent's Report:

Estimated Enrollment Summary as of 11/8/2018

Grade	Total	Boys	Girls	Out of District
K	9	5	4	5
1	19	11	8	5
2	18	9	9	5
3	15	9	6	3
4	23	13	10	5
5	19	10	9	4
6	27	13	14	7
7	23	11	12	6
8	9	5	4	1
<u>Total</u>	<u>162</u>	<u>86</u>	<u>76</u>	<u>41</u>

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.A – Dovetailed Curriculum – The PDAC met on November 5 and discussed ways to improve our PIR day with Andrea Meiers on January 21.
- b. Goal I.1.B – Lucy Calkins & Bridges Math – I have been in communications with SWMSS and will have a meeting with them on November 19 to discuss a long-range

plan for supporting the Lucy Calkins implementation. The focus of the meeting will be designing a plan with on-site support for our teachers. Having the training on-site will also allow for the potential to train paras and/or volunteers. This plan is still in its infancy, but I look forward to updating the board on the plan as we continue to move forward.

- c. Goal I.1.B – Bridges Math – On November 14, I will be joining 3 teachers (Ms. Rubio, Ms. Tysse, and Mrs. Yager) in observing a 2nd grade classroom at Longfellow to see their implementation of Bridges Math. There were plans to take another group on November 28, but have to reschedule that visit.

II. Staff and Volunteers:

- a. Goal II.1.B – EPAS – All certified goal setting meetings are complete and I have begun conducting classroom observations. I am on schedule to complete the first round of non-tenured teacher observations by January 1.
- b. Goal II.1.C – Mentoring Team – The Mentoring Team met in October to discuss upcoming events and how to help new staff members be prepared for those events. Much of the conversation focused on the end of the 1st quarter. These activities include: report cards (grades and comments), parent/teacher conferences, various assemblies, and attendance reconciliation with the office.

III. Facilities:

- a. Goal III.2.A – Core Controls – I have submitted a signed agreement with Core Controls on Thursday, October 25 to address the walk-in freezer. As of November 8, we are still awaiting a service date to complete the project.
- b. Goal III.2.B – Campus Improvements – I am trying something a little different in communicating campus improvements. I am including a copy of the 2018-2019 Campus Repairs List for your information. I will try and note all of the maintenance projects in various stages of completion. I will also try and include who addressed the matter and when it was taken care of. An updated copy of this list will be supplied as part of my superintendent report every month.

IV. Leadership, Communication and Collaboration:

- a. Goal IV.1.C – Superintendent Newsletter – I will be sending out the November newsletter on November 16. Please be sure to submit your answer for math question of the month and encourage your friends to do the same.
- b. Goal IV.1.D – Community Engagement – I would like to thank Mrs. Krogstad and the GGS staff for the work they put into the Veteran’s Day program. It is truly one of my favorite events and I greatly appreciate their efforts.

c. Goal IV.1.D – Community Engagement – A big thank you goes out to Bethany Cordell and the MSU Athletic Department for putting on Bobcat Basketball Day on November 6. The event was attended by our K-5 students and everyone had a wonderful time. The best part was the Bobcat Lady Basketball Team beat Carroll College!

d. Goal IV.2.A – Community Collaboration – Mr. Michael Chamberlain (Special Assistant to the US Secretary of Education for Rural Education and Outreach) sent the attached thank you note for hosting a visit with him recently. It was great to have him as our guest and I am hopeful that we might be able to visit with him on our coming trip to Washington DC.

V. Safety:

a. Goal V.2.B – Safety Procedures – We had a Safety Committee Meeting on November 7.

b. Goal V.4.B – Bullying Program – Mrs. Grafel has continued to examine various bullying programs for schools and is preparing to submit a recommendation to the board in January.

Additional Information:

- Gallatin Gateway School has been randomly selected to administer the NAEP test to our 4th graders on January 29, 2019. This is a nationally normed test and the information is used to present educational progress across the country. We will not receive the GGS results of the exam and are required to administer this test in order to continue receiving state and federal funding.
- The Office of Public Instruction (OPI) will be here on November 28 to conduct a regularly scheduled audit of our food service. Bobbie Jo and Carrie have been busy collecting the necessary artifacts requested by OPI and will be submitting the required artifacts to OPI on November 13.

Upcoming Events:

- November 14 – Regular School Board Meeting @ 6:00
- November 21-23 – No School Thanksgiving
- November 22 – Huffing for Stuffing (Come Cheer on our Girls on the Run)
- November 26-30 – Expedition Yellowstone
- December 1 – Santa 5k Run @ 10:00
- December 19 – Regular School Board Meeting @ 6:00
- December 20 – Winter Program @ 6:30
- December 24-January 4 – No School Winter Break

Goal IV. 2. A



OFFICE OF COMMUNICATIONS AND OUTREACH

Dear Mr. Anderson,

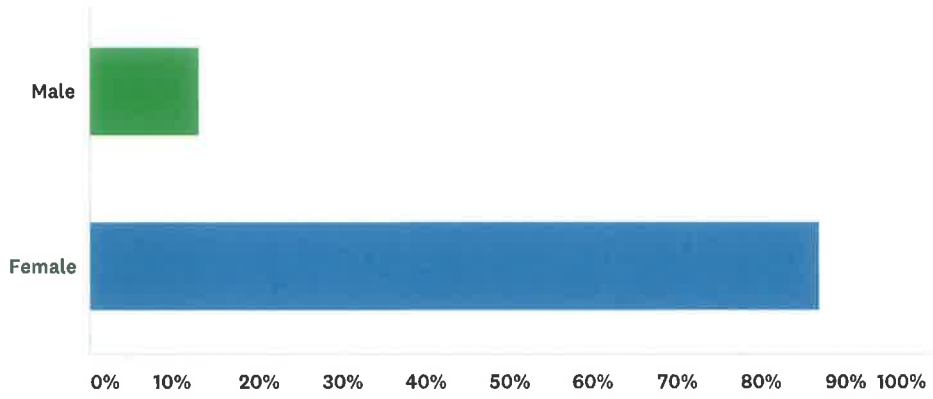
Thank you for hosting me at the Gallatin Gateway School. I congratulate you for all the work you do to provide an outstanding educational experience for your students. Please feel free to contact me at any time and if you and your students have time during your visit to DC next spring, I welcome the opportunity to host them at the Department.

400 Maryland Ave. S.W., Washington, DC 20202

Thank you,
Michael Chamberlain

Q1 Gender

Answered: 31 Skipped: 0



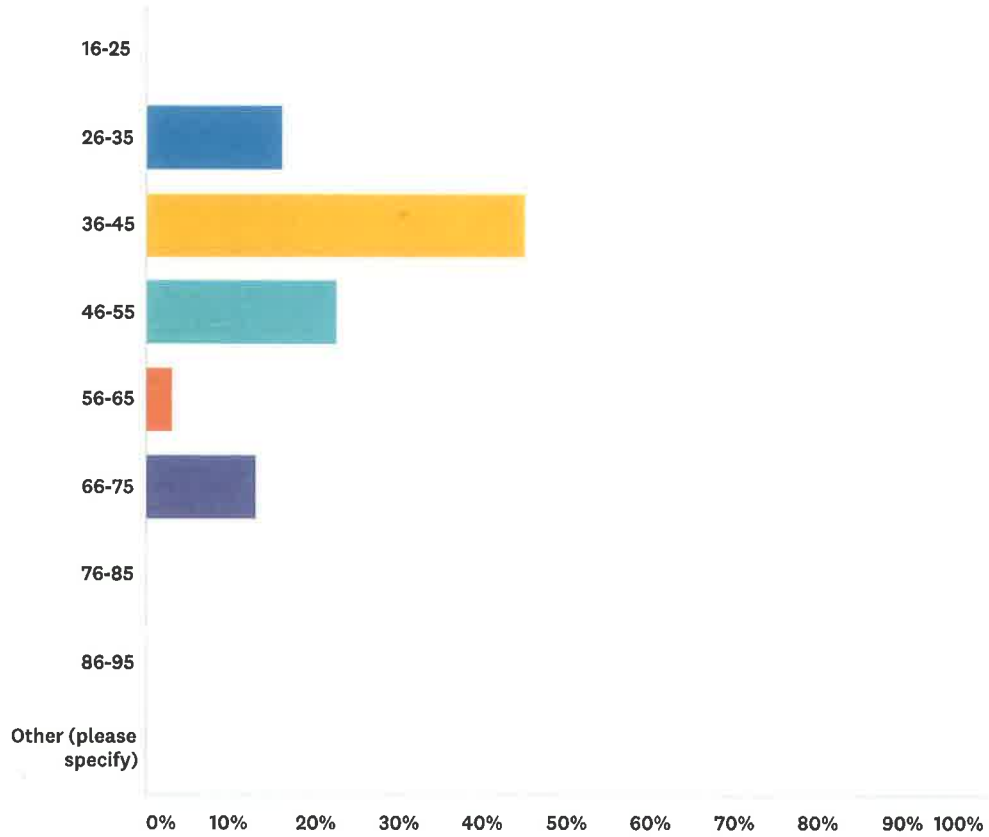
ANSWER CHOICES

RESPONSES

Male	12.90%	4
Female	87.10%	27
TOTAL		31

Q2 Age

Answered: 31 Skipped: 0



ANSWER CHOICES

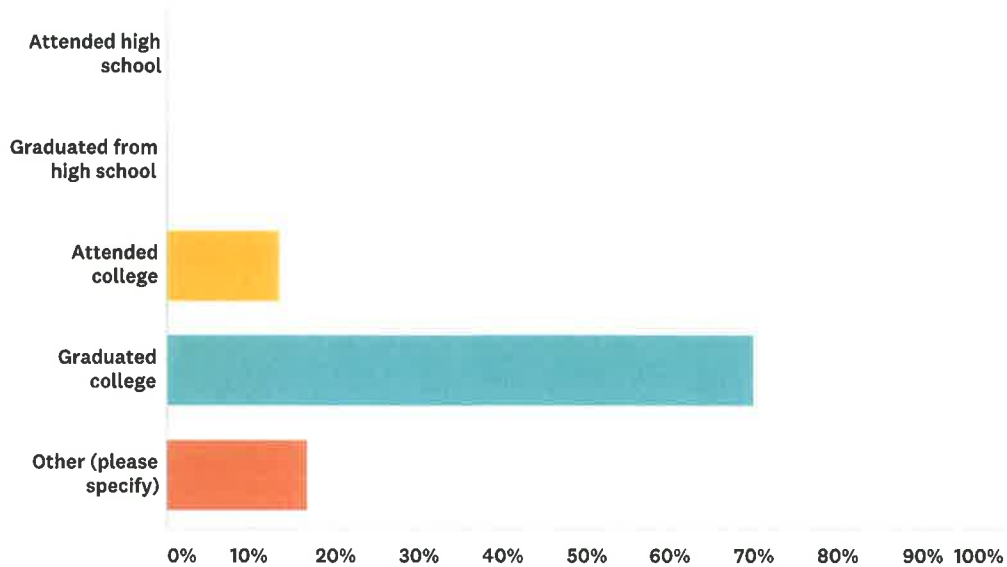
RESPONSES

ANSWER CHOICES	RESPONSES	
16-25	0.00%	0
26-35	16.13%	5
36-45	45.16%	14
46-55	22.58%	7
56-65	3.23%	1
66-75	12.90%	4
76-85	0.00%	0
86-95	0.00%	0
Other (please specify)	0.00%	0
TOTAL		31

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q3 Education Level

Answered: 30 Skipped: 1



ANSWER CHOICES

RESPONSES

Attended high school	0.00%	0
Graduated from high school	0.00%	0
Attended college	13.33%	4
Graduated college	70.00%	21
Other (please specify)	16.67%	5
TOTAL		30

#	OTHER (PLEASE SPECIFY)	DATE
1	GED diploma	11/2/2018 7:07 AM
2	Masters	11/2/2018 6:47 AM
3	Masters Degree	10/26/2018 11:56 AM
4	Masters degree	10/25/2018 3:40 PM
5	beyond college, masters level	10/25/2018 2:10 PM

Q4 What activities/hobbies are you interested in pursuing/learning more about? (Examples: photography, aromatherapy, Spanish, painting, sewing, woodworking)

Answered: 30 Skipped: 1

#	RESPONSES	DATE
1	Spanish excel software cooking	11/9/2018 3:38 PM
2	photography with phone aps	11/9/2018 2:51 PM
3	Excel, rockhounding/rock collecting/geology, first aid, candle making, calligraphy, webpage design.	11/9/2018 2:10 PM
4	Photography, cooking, sewing, aromatherapy, Yoga, self help, crafts, scrapbooking	11/9/2018 2:08 PM
5	Sewing, pottery, painting, photography, mod podge, floral arrangements,	11/2/2018 11:55 AM
6	painting, drawing	11/2/2018 8:50 AM
7	sewing, crafts	11/2/2018 8:37 AM
8	photography, knitting	11/2/2018 7:31 AM
9	Photography, computer skills, math, athletics	11/2/2018 7:07 AM
10	Spanish, yoga, sewing, meditation, drumming, guitar, drawing	11/2/2018 7:06 AM
11	Spanish, fly fishing, financial planning	11/2/2018 7:01 AM
12	Photography, watercolors (painting),	11/2/2018 6:51 AM
13	Spanish electrical drawing	11/2/2018 6:47 AM
14	Photography, felting, yoga	10/30/2018 1:01 PM
15	Languages, gardening, woodworking, DIY products (lip balms, hand soap, cleaning products, etc...).	10/30/2018 8:57 AM
16	Fly fishing	10/28/2018 5:53 PM
17	Painting	10/26/2018 2:19 PM
18	yoga, pilates, sewing, mediation, nature walking	10/26/2018 1:29 PM
19	dancing, parent date nights, cpr/first aid, yoga	10/26/2018 11:56 AM
20	Outdoor ed, First Aid, crafts	10/26/2018 7:51 AM
21	photography, exercise, meal prep, spanish	10/26/2018 7:00 AM
22	Spanish	10/26/2018 6:50 AM
23	Fly fishing Photography Exercise (yoga, zumba,)	10/25/2018 6:52 PM
24	wilderness first aid, archery, photography, raised bed gardening, Spanish, woodworking	10/25/2018 6:51 PM
25	not anything especially	10/25/2018 3:53 PM
26	Photography, art, web design.	10/25/2018 3:42 PM
27	Yoga, writing, building things (woodworking), multidimensional (cross curriculum) teaching/ learning	10/25/2018 3:40 PM
28	I would love to have Volleyball leagues!	10/25/2018 3:07 PM
29	photography, woodworking, GIS skills	10/25/2018 2:10 PM
30	Meal prepping, photography, and zumba	10/25/2018 2:08 PM

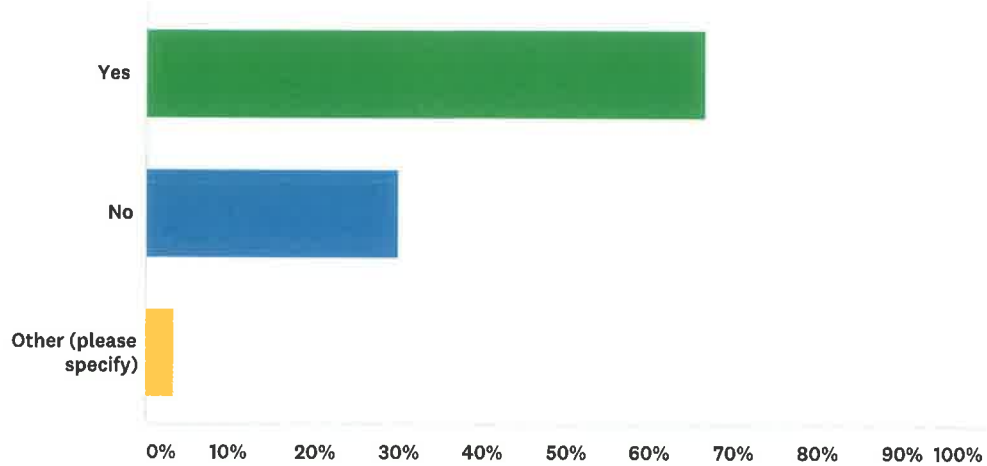
Q5 Are there areas where further training would help you advance in your professional/work life? (Examples: learning a particular software program; basics of plumbing; bookkeeping)

Answered: 25 Skipped: 6

#	RESPONSES	DATE
1	Excel software Ceneterpoint ag bookkeeping software Working with software to create own fliers signs	11/9/2018 3:38 PM
2	no	11/9/2018 2:51 PM
3	webpage design (someone from outside the district)	11/9/2018 2:10 PM
4	Bookkeeping, computer programs	11/9/2018 2:08 PM
5	Quick books	11/2/2018 11:55 AM
6	business management, wholesale customer outreach	11/2/2018 8:50 AM
7	no	11/2/2018 8:37 AM
8	Quickbooks, excel, bookkeeping, photoshop	11/2/2018 7:31 AM
9	Basic bookkeeping	11/2/2018 7:07 AM
10	Spanish	11/2/2018 7:01 AM
11	Bookkeeping	11/2/2018 6:51 AM
12	No	11/2/2018 6:47 AM
13	I would like to learn more about retirement, saving for retirement, investing, etc..	10/30/2018 8:57 AM
14	Plumbing and electrical	10/28/2018 5:53 PM
15	Home/office organization	10/26/2018 2:19 PM
16	key boarding, basic electrical, self defense,	10/26/2018 1:29 PM
17	no	10/26/2018 11:56 AM
18	bookkeeping	10/26/2018 7:00 AM
19	K-8 Math, Spanish	10/26/2018 6:50 AM
20	Quickbooks	10/25/2018 6:52 PM
21	no	10/25/2018 3:53 PM
22	Bookkeeping, quick books, business planning	10/25/2018 3:42 PM
23	Online classes	10/25/2018 3:40 PM
24	perhaps	10/25/2018 2:10 PM
25	quickbooks	10/25/2018 2:08 PM

Q6 If you're a parent, grandparent, or caregiver, would classes on raising children be beneficial? (Examples: Love & Logic; school safety protocols & procedures; social media safety; suicide prevention; reading & math interventions (supporting your child's academic work))

Answered: 30 Skipped: 1



ANSWER CHOICES

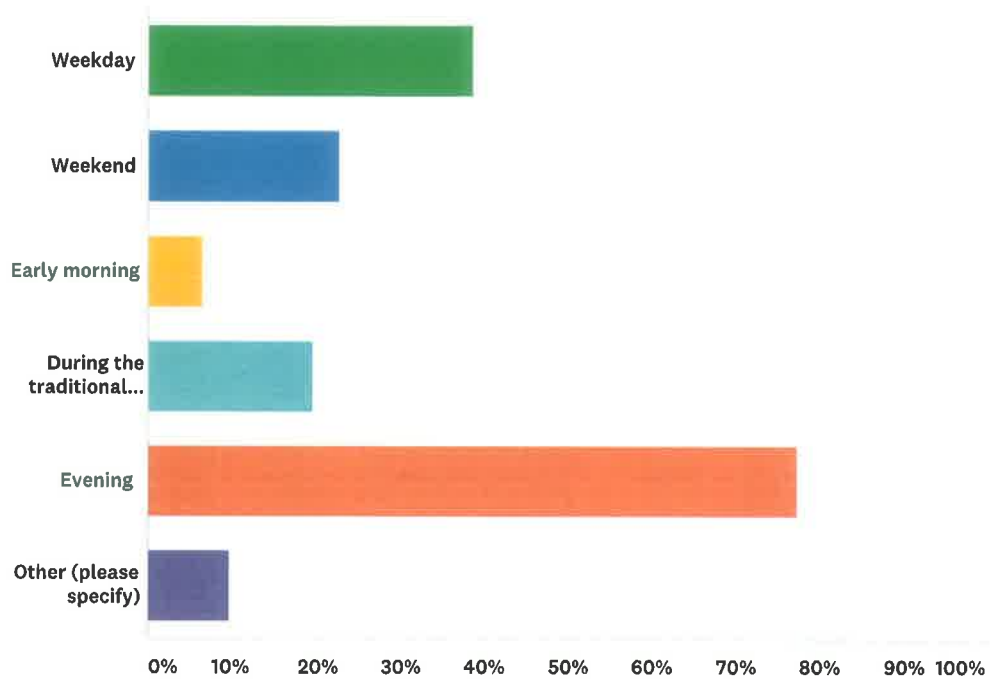
RESPONSES

Yes	66.67%	20
No	30.00%	9
Other (please specify)	3.33%	1
TOTAL		30

#	OTHER (PLEASE SPECIFY)	DATE
1	suicide prevention, interpersonal communication, public speaking.	11/9/2018 2:10 PM

Q7 What days and times work best for you to attend classes?

Answered: 31 Skipped: 0



ANSWER CHOICES

RESPONSES

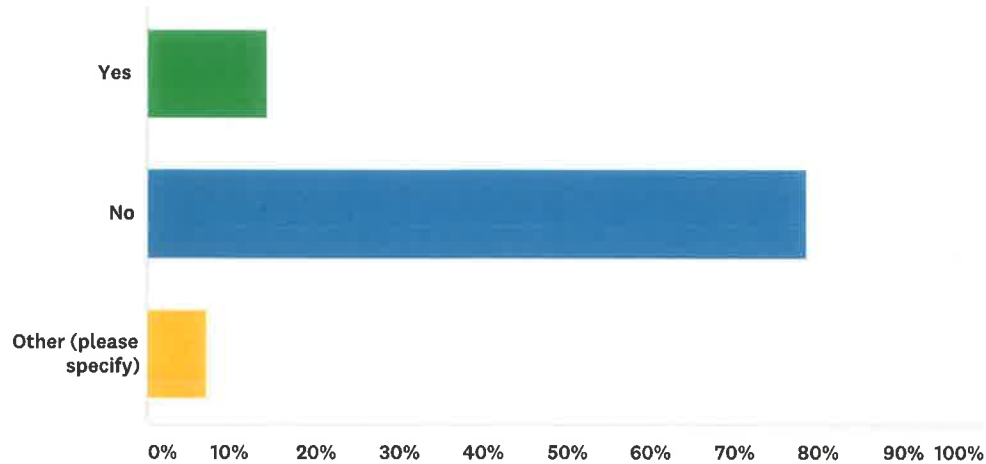
ANSWER CHOICES	RESPONSES	
Weekday	38.71%	12
Weekend	22.58%	7
Early morning	6.45%	2
During the traditional work day	19.35%	6
Evening	77.42%	24
Other (please specify)	9.68%	3

Total Respondents: 31

#	OTHER (PLEASE SPECIFY)	DATE
1	Any days and times depending on class. If it's something I'm interested in I'd try real hard to make it work so that I could attend.	11/9/2018 2:08 PM
2	Flexible	10/30/2018 1:01 PM
3	mid afternoon or early evenings (5:00P.M.)	10/26/2018 1:29 PM

Q8 Would you be willing to instruct a class? (Instructors are compensated for their instructional/prep time and supplies. If yes, please include your contact information in the "other" answer space. Thank you!)

Answered: 28 Skipped: 3



ANSWER CHOICES		RESPONSES	
Yes		14.29%	4
No		78.57%	22
Other (please specify)		7.14%	2
TOTAL			28

#	OTHER (PLEASE SPECIFY)	DATE
1	Lessa - DIY residential landscape design, 406-581-5599	10/26/2018 11:56 AM
2	Maybe	10/25/2018 3:40 PM

Q9 Do you know someone that you think would make a great teacher for an Adult Ed course? If so, please share their name, phone/email, and the type of class to be instructed.

Answered: 7 Skipped: 24

#	RESPONSES	DATE
1	Ruth Hargrove would be awesome at teaching women how work with woodworking or how to maintain their own home	11/9/2018 3:38 PM
2	no	11/9/2018 2:51 PM
3	Bozeman Gem and Mineral Club bgmcmnt@gmail.com	11/9/2018 2:10 PM
4	No	11/2/2018 6:47 AM
5	Meredith Madden Yoga or Pilates . I will try and get her #	10/26/2018 1:29 PM
6	Meg Lattanzio 406-570-1058 Kindergarten Parent Yoga Instructor	10/26/2018 11:56 AM
7	I would be willing to organize the Volleyball League, etc. Gina Taylor 406-580-9912 ginataylor02@yahoo.com	10/25/2018 3:07 PM

**ADULT/COMMUNITY EDUCATION DIRECTOR
(~~combined position with Superintendent~~)**

REPORTS TO: Superintendent

ESSENTIAL FUNCTIONS:

Survey and analyze ongoing community and adult education needs within the District.

Develop, ~~and manage,~~ **and evaluate effectiveness of the** community and adult education program.

Establish and maintain processes and procedures for the community and adult education program such as participant registration, course evaluation, and payroll forms.

Recruit and coordinate instructors, courses, and course schedules.

Supervise the adult and community education instructors staff which includes supervisor, coordinators, teachers, paraprofessionals, and secretaries.

Promote and advertise the Adult Education program in coordination with other District staff (i.e. Administrative Secretary, Superintendent and Business Manager) utilizing multiple marketing strategies and platforms.

Schedule marketing campaigns to allow a maximum amount of notice to community.

Set course and material fees that balance financial viability of the community and adult education program with community participation.

Ensures that community and adult programs maintain financial viability.

Operate community and adult education program within budgetary parameters established by the District.

Oversees budgets for community and adult education program:

Participate in county, state, and national professional development activities designed to improve adult/community education.

Attend Board meetings as requested by Superintendent and/or Board of Trustees.

Submit quarterly participation and financial reports to the Superintendent.

Ensure campus security during community and adult education events.

Supervise the granting and distribution of certificates and diplomas as applicable.

Submit purchase orders for materials and equipment, as needed to the Superintendent.

Network and collaborate with community organizations/events and other districts regarding community and adult education program.

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

DESIRED MINIMUM QUALIFICATIONS:

~~Three years teaching experience.~~ Administrative or management experience preferred.

Ability to read, analyze, and interpret general business correspondence, periodicals and professional journals.

Ability to write reports and business correspondence.

Ability to effectively present information and respond in a timely manner to questions from the general public.

Ability to communicate clearly and concisely in both oral and written form.

Ability to establish and maintain effective working relationships and collaborate 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.

Ability to effectively work independently with minimal supervision.

Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

Demonstrate leadership ~~ability~~ and general knowledge of the challenges issues and problems in all aspects of facing adult and community education.

EQUIPMENT USED:

Computer, overhead projector, calculator, copier, telephone/voice mail, fax.

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 employee frequently will work irregular or extended hours while performing the duties of this job.

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. 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.

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.

History

Approved on: May 11, 2004

Revised on: November 14, 2018

Gallatin Gateway School Facility Advisory Committee

The scope of the Gallatin Gateway School facility planning advisory committee will be to gather and analyze information to recommend short-term, mid-term, and long-range written plans for the Gallatin Gateway School (GGS) building/facility/grounds maintenance and to make recommendations to the GGS Board for consideration in Board facility maintenance ~~and cost planning~~. **When advised by Superintendent or GGS Board, the committee will assist in collecting of bids and/or estimated cost for facility maintenance proposal.**

1. The committee will assess the school facility needs and recommend facility goals for short-term and mid-term planning.
2. The committee will assess the school facility needs and recommend facility goals for the next 20 years for long-range planning.
3. The committee will propose a **Quarterly** maintenance plan with priority-based recommendations and ~~general cost estimates~~, **suggested contractors to the Superintendent and school board.**
4. The committee will **meet and report** ~~present updates/reports~~ quarterly, or more frequently as deemed necessary to the school board.
5. **The committee will collect and maintain a list community members that can provide assistance to the superintendent in finding the proper resources needed to fix day to day maintenance issues.**
6. The advisory committee will:
 - be appointed by the Chairman of the GGS Board.
 - have no school maintenance decision-making or spending authority.
 - be comprised of community volunteers and at least one but not to exceed two board members.
 - include no more than 7 members.
7. School administration and staff members will be available by appointment as a resource to the advisory committee to share knowledge of the building and needs of the facility.
8. The Advisory Committee agenda will be provided to GGS administration no less than four business days prior to the meeting to be posted for the public. The District Clerk will post the approved minutes on the school webpage under the heading: School Board School Facility Advisory Committee.
9. The ongoing need, scope, and members of the advisory committee will be reviewed annually by the school board.

DRAFT

Facility Advisory Committee										
11/14/2018										
Current Members						Potential Members				
First	Last	Yes	No	Contact Info	Notes	First Name	Last Name	Contact Info	Notes	
7	Travis	Anderson				1	Jared	Black		
9	Mike	Coon	x			2	Jon	Bockness		
1	Cassandra	Elwell	x		cassandraelwell@yahoo.com	3	Robert	Donaghey		
8	Carrie	Fisher				4	Shane	Hilliard		
4	Will	Horgan	x		gallatintimber@gmail.com	5	Brett	Hyde		
2	Brad	Parsch		x	bradjosette@msn.com	6	Dillon	Kundert		
5	Dick	Shockley	x			7	Meg	Lattanzio	406-570-1058	
3	Tye	Spring	x		tspring@springcorp.net	8	Seth	Nowlin		
6	Doug	VanDyk			vandykeneldorado@yahoo.com	9	Zach	Nowlin		
						10	Chad	Ouilete		
						11	Adam	Racow	406-581-5006	
						12	Joe	Robb		
						13	Brooke	Savage	Mechanically handy	
						14	Stacy	Smith		
						15	Corey	Taylor		
						16	Wayne	Thompson		
						17	Jerry	Trainor		
						18	Eric	Tuininga		

Goal III. 2.B
As of 11/8/2018

2018-2019 Gallatin Gateway School Campus Repairs List

<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	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.	- Gutter Cleaning (Sep 27)
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.		
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.	<ul style="list-style-type: none"> - 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.		
Inside	10/24/2018	The exit door near the busses is coming loose and needs additional screws in the hinges.	<ul style="list-style-type: none"> - Contacted Bridger Glass and Window on 11/7. - John from Bridger Glass and Window came to the school on 11/8 to examine the door. 	
Inside	10/24/2018	Address repairs needed to the boot barn area.		
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.	<ul style="list-style-type: none"> - 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.		
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.		
Inside	10/24/2018	The art cabinet doors in the cafeteria need to be replaced.		
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"> - Contacted Tutt Construction (406) 656-4685 to provide an estimate. - Tutt Construction has not come as of 11/8. - Russ Olsen of R&R Taylor will work with the school to draw up a plan with an architect. Then use the plan to get bids. 	
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"> - The blinds for the project have been purchased and are located in the basement. 	
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"> - R&R Taylor was called on 10/30. They will be sending someone over the morning of 10/31 to examine. - Russ Olsen picked up broken stabilizer arm on 11/6 and would return with necessary parts for repairs. 	<ul style="list-style-type: none"> - Russ Olsen fixed the broken stabilizer arm on 11/7.

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">- Bill Gossett contacted on 11/6 and came to the school on 11/7.- A new light fixture has been ordered	
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GALLATIN GATEWAY SCHOOL SUPERINTENDENT SUMMATIVE EVALUATION FORM

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

Evaluation Process

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

Description of Four Ratings

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

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

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

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

Superintendent _____

School Year _____

School _____

Date _____

DRAFT

DOMAIN ONE: VISION AND GOALS

Gallatin Gateway School's Superintendent:

- | | |
|---|---------|
| 1. In collaboration with others, such as the school and/or district improvement team or school board, uses multiple sources of information and assists in analyzing data to establish rigorous and concrete school and/or district improvement goals in the context of student achievement and instructional programs. | U D P E |
| 2. Analyzes data and information from multiple sources to make student instructional decisions to meet district goals. | U D P E |
| 3. Provides leadership for major initiatives and change efforts relative to the school and/or district improvement goals. | U D P E |
| 4. Is committed to doing the work required for continuous school and district improvement. | U D P E |
| 5. Promotes high expectations for teaching and learning. | U D P E |
| 6. Is committed to ensuring that all students have the knowledge and skills necessary to become successful in future educational activities. | U D P E |
| 7. Communicates effectively to appropriate stakeholders about progress toward meeting the school and/or district improvement plan goals. | U D P E |
| 8. Participates in a process to regularly monitor, evaluate and revise school and/or district improvement goals. | U D P E |

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

_____Unsatisfactory _____Developing _____Proficient _____Exemplary

DRAFT

DOMAIN TWO: CULTURE OF LEARNING

Gallatin Gateway School's Superintendent:

- | | |
|--|---------|
| 1. Provides leadership for assessing, developing, and improving the school and/or district culture and instructional program that is conducive to student learning. | U D P E |
| 2. Articulates the desired school and/or district instructional program and shows evidence about how he or she reinforces the instructional program and educational culture. | U D P E |
| 3. Participates in monitoring and evaluating the effectiveness of the curriculum, instruction, or assessment of students. | U D P E |
| 4. Evaluates staff and provides ongoing coaching for improvement. Uses a variety of sources of information to make decisions. | U D P E |
| 5. Helps to ensure that staff has professional growth opportunities that enhance staff's performance and improve student learning. | U D P E |
| 6. Is accessible and approachable by staff, families, and community, plus and is visible in the school and/or district community. | U D P E |
| 7. Supports the use of technology as appropriate in teaching and learning. | U D P E |
| 8. Systematically and fairly recognizes accomplishments of staff and students toward a positive school and/or district culture. | U D P E |
| 9. Uses and analyzes data to instill the importance of continually developing programs and strategies to enhance opportunities for learning. | U D P E |

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

_____Unsatisfactory _____Developing _____Proficient _____Exemplary

DRAFT

DOMAIN THREE: MANAGEMENT

Gallatin Gateway School's Superintendent:

- | | | |
|-----|--|---------|
| 1. | Addresses and resolves issues as they arise, in a timely manner, and works to prevent potential problems. | U D P E |
| 2. | Operational procedures are designed and managed to maximize opportunities for learning for all students. | U D P E |
| 3. | Manages fiscal and physical resources responsibly, efficiently, and effectively. | U D P E |
| 4. | Protects instructional time by managing operational procedures to maximize learning. | U D P E |
| 5. | Efficiently manages his or her time so that teaching and learning are a high priority. | U D P E |
| 6. | Complies with federal and state law and district policies. | U D P E |
| 7. | School and/or district contractual agreements are effectively managed. | U D P E |
| 8. | Maintains confidentiality and privacy of school and/or district records, including student and staff information. | U D P E |
| 9. | Works to ensure a safe and secure school and/or district environment and a culture that is conducive to teaching and learning. | U D P E |
| 10. | Challenges that could potentially interrupt teaching and learning are addressed and resolved. | U D P E |

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

_____Unsatisfactory _____Developing _____Proficient _____Exemplary

DRAFT

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES

Gallatin Gateway School's Superintendent:

- | | | |
|----|---|---------|
| 1. | Fosters and maintains positive professional relationships with staff. | U D P E |
| 2. | Is respectful of others' opinions and demonstrates an appreciation for and sensitivity to diversity in the school and/or district community. | U D P E |
| 3. | Collaboratively works to establish a culture that encourages and welcomes families and community members and | U D P E |
| 4. | Seeks ways in which to engage families and community members in student learning. | U D P E |
| 5. | Is fair and consistent when dealing with students and staff. | U D P E |
| 6. | Demonstrates values, beliefs, and attitudes that inspire all students and staff to higher levels of performance. | U D P E |
| 7. | Chooses and participates in professional growth that is aligned with his or her professional needs or aligned with the needs of the school and/or district. | U D P E |

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

_____Unsatisfactory _____Developing _____Proficient _____Exemplary

DRAFT

DOMAIN FIVE: AGENT OF THE BOARD OF TRUSTEES

Gallatin Gateway School's Superintendent:

- | | |
|--|---------|
| 1. Serves as CEO of the Board of Trustees by maintaining communication and an effective working relationship. | U D P E |
| 2. Making(es) sound recommendations for board action, and by | U D P E |
| 3. Carrying(ies) out board policies. | |
| 4. Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies. | U D P E |
| 5. Oversees financial management of the District, proposing budget item priorities and long-range financial needs. and | U D P E |
| 6. Manages expenditures within the approved budget. | U D P E |
| 7. Oversees facility management and planning for future facility needs. | U D P E |
| 8. Manages the supervisory responsibilities of Title I, Transportation, Food Service, Adult Education, Special Education, Homeless Liaison, 504 Compliance, and Athletics. | U D P E |

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH:

_____Unsatisfactory _____Developing _____Proficient _____Exemplary

DRAFT

**SUPERINTENDENT
SUMMATIVE EVALUATION FORM**

IMPROVEMENT PLAN REQUIRED FOR:

DOMAIN ONE:

DOMAIN TWO:

DOMAIN THREE:

DRAFT

**SUPERINTENDENT
SUMMATIVE EVALUATION FORM**

IMPROVEMENT PLAN REQUIRED FOR:

DOMAIN FOUR:

DOMAIN FIVE:

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

Superintendent _____

Date _____

Board Chair _____

Date _____

DRAFT

Gallatin Gateway School
SUPERINTENDENT EVALUATION
Overall Performance Summary

School Board Members:

Aaron Schwieterman, Chair

Julie Fleury, Vice-Chair

Carissa Paulson, Trustee

Lessa Racow, Trustee

Donna Shockley, Trustee

Review Period: January 2018- January 2019

The superintendent's overall performance for the review period:

DOMAIN ONE: VISION AND GOALS

_____ Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN TWO: CULTURE OF LEARNING

_____ Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN THREE: MANAGEMENT

_____ Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES

_____ Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

DOMAIN FIVE: AGENT OF THE BOARD OF TRUSTEES

_____ Unsatisfactory _____ Developing _____ Proficient _____ Exemplary

Superintendent _____

Date _____

Board Chair _____

Date _____

DRAFT

Description of Four Ratings

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

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

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

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

DRAFT

Revision Proposal
as of Nov 9, 2018

EVALUATION OF BUSINESS MANAGER/DISTRICT CLERK

DRAFT

GALLATIN GATEWAY SCHOOL DISTRICT #35

PURPOSE: This evaluation is being conducted to provide the Business Manager/District Clerk with the School Board's assessment of his/her strengths and weaknesses relative to performance as the Business Manager/District Clerk of this school district. It is the intent that this instrument will serve to provide the Business Manager/District Clerk with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/Business Manager/District Clerk working relationship and the achievement of their mutual goal: To make the school district the most effective it can be.

PROCESS:

1. The Business Manager/District Clerk's evaluation will be conducted during a special meeting in March.
2. Each Board member will receive individual evaluation forms to complete two weeks prior to the Business Manager/District Clerk's evaluation meeting.
3. The Business Manager/District Clerk will complete a self evaluation to be given to the Board with the evaluation tool two weeks prior to the evaluation meeting.
4. During the special board meeting the Board will discuss the evaluation with the Business Manager/District Clerk during closed session. A final overall performance form will be given to the Business Manager/District Clerk to be placed in his/her personnel file. The Business Manager/District Clerk will receive each individual board member's evaluation form for his/her own records.

Description of Four Ratings

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

Developing - Evidence of novice performance; fundamental knowledge and implementation of standards. Integration of standards is inconsistent. Business Manager/District Clerk is making progress toward proficiency.

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

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

**GALLATIN GATEWAY SCHOOL
BUSINESS MANAGER/DISTRICT CLERK
SUMMATIVE EVALUATION FORM**

DRAFT

Business Manager/District Clerk

School Year

Date

DOMAIN ONE: RELATIONSHIP WITH THE BOARD AND ADMINISTRATIVE TEAM

Gallatin Gateway School's Business Manager/District Clerk:

- Keeps the Board informed of meetings and activities and prepares the Board meeting packets in a timely manner.
- Is receptive to board member ideas and suggestions and works hard to accomplish directives.
- Follows up on all problems and issues brought to his/her attention in a timely manner.
- Accepts constructive criticism as suggestion for improvement, working toward a positive change.
- Demonstrates willingness to try new methods.
- Keeps the Board and Superintendent informed of his/her activities.
- Maintains confidentiality of employment and student matters.
- Works closely with the Superintendent on school finance issues.
- Performs other duties as assigned by the Board.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

DOMAIN TWO: ACCOUNTING MANAGEMENT, RECORD KEEPING AND FINANCIAL PLANNING
Gallatin Gateway School's Business Manager/District Clerk:

DRAFT

- Maintains detailed records of all receipts, expenditures and disbursements.
- Maintains records of all funds reconciling monthly with County Treasurer.
- Completes monthly, quarterly, and annual reports as scheduled, including the Trustees Financial Summary.
- Prepares a balanced budget which is realistic and in a clear, concise and legible format.
- Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year end.
- Provides appropriate information to staff and community as necessary regarding payroll, budget, and other public information.
- Achieves audits with few findings or major concerns.
- Publishes legal and public notices as required and acts as election administrator.
- Complies with District Policies and Goals, maintaining up-to-date policy manuals.
- Acts as custodian of all records, reports, and historical documents of the district.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

DRAFT

DOMAIN THREE: PROFESSIONAL DEVELOPMENT

Gallatin Gateway School's Business Manager/District Clerk:

- Attends regional clerk's meetings, MASBO/MTSBA workshops and other necessary training sessions.
- Keeps informed on local, state, federal, and legal requirements in school business.
- Tries to improve competencies in his/her professional field.
- Displays a positive attitude toward his/her responsibilities.
- Adjusts easily to changes in plans or procedures.
- Communicates effectively and maintains positive and professional relationships with students and colleagues.
- Communicates effectively and maintains positive and professional relationships with parents and community members.
- Solves problems and handles stressful situations with finesse and professionalism.
- Displays initiative when determining tasks and goals.
- Shows perseverance even when faced with obstacles.
- Effectively manages time and responsibilities.
- Makes thoughtful judgments and decisions.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

**BUSINESS MANAGER/ DISTRICT CLERK
SUMMATIVE EVALUATION FORM**

DRAFT

SUMMATIVE EVALUATION RATING

Unsatisfactory

Developing

Proficient

Exemplary

IMPROVEMENT PLAN REQUIRED FOR:

DOMAIN ONE

DOMAIN TWO

**BUSINESS MANAGER/ DISTRICT CLERK
SUMMATIVE EVALUATION FORM**

DRAFT

DOMAIN THREE

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

Business Manager/District Clerk Date

Board Chair Date

**Gallatin Gateway School
BUSINESS MANAGER/DISTRICT CLERK
Overall Performance Summary**

DRAFT

School Board Members:

Chair	Aaron Schwieterman
Vice-Chair	Julie Fleury
Trustee	Donna Shockley
Trustee	Lessa Racow
Trustee	Carissa Paulson

Review Period: March 2018- March 2019

The Business Manager/District Clerk's overall performance for the review period:

DOMAIN ONE: RELATIONSHIP WITH BOARD

___Unsatisfactory ___Developing ___Proficient ___Exemplary

**DOMAIN TWO: ACCOUNTING MANAGEMENT, RECORD KEEPING AND
FINANCIAL PLANNING**

___Unsatisfactory ___Developing ___Proficient ___Exemplary

DOMAIN THREE: PROFESSIONAL DEVELOPMENT

___Unsatisfactory ___Developing ___Proficient ___Exemplary

Business Manager/District Clerk

Date

Board Chair

Date

Original

EVALUATION OF BUSINESS MANAGER/DISTRICT CLERK

GALLATIN GATEWAY SCHOOL DISTRICT #35

PURPOSE: This evaluation is being conducted to provide the Business Manager/District Clerk with the School Board's assessment of his/her strengths and weaknesses relative to performance as the Business Manager/District Clerk of this school district. It is the intent that this instrument will serve to provide the Business Manager/District Clerk with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/Business Manager/District Clerk working relationship and the achievement of their mutual goal: To make the school district the most effective it can be.

PROCESS:

1. The Business Manager/District Clerk's evaluation will be conducted during a special meeting in March.
2. Each Board member will receive individual evaluation forms to complete two weeks prior to the Business Manager/District Clerk's evaluation meeting.
3. The Business Manager/District Clerk will complete a self evaluation to be given to the Board with the evaluation tool two weeks prior to the evaluation meeting.
4. During the special board meeting the Board will discuss the evaluation with the Business Manager/District Clerk during closed session. A final overall performance form will be given to the Business Manager/District Clerk to be placed in his/her personnel file. The Business Manager/District Clerk will receive each individual board member's evaluation form for his/her own records.

Description of Four Ratings

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

Developing - Evidence of novice performance; fundamental knowledge and implementation of standards. Integration of standards is inconsistent. Business Manager/District Clerk is making progress toward proficiency.

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

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

**GALLATIN GATEWAY SCHOOL
BUSINESS MANAGER/DISTRICT CLERK
SUMMATIVE EVALUATION FORM**

Business Manager/District Clerk

School Year

Date

DOMAIN ONE: RELATIONSHIP WITH THE BOARD AND ADMINISTRATIVE TEAM

Gallatin Gateway School's Business Manager/District Clerk:

- Keeps the Board informed of meetings and activities and prepares the Board meeting packets in a timely manner.
- Is receptive to board member ideas and suggestions and works hard to accomplish directives.
- Follows up on all problems and issues brought to his/her attention in a timely manner.
- Accepts constructive criticism as suggestion for improvement, working toward a positive change.
- Keeps the Board and Superintendent informed of his/her activities.
- Maintains confidentiality of employment and student matters.
- Works closely with the Superintendent on school finance issues.
- Performs other duties as assigned by the Board.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

DOMAIN TWO: ACCOUNTING MANAGEMENT

Gallatin Gateway School's Business Manager/District Clerk:

- Maintains accurate and detailed records of all expenditures and/or disbursements.
- Maintains accurate and detailed records of all receipts.
- Maintains records of all funds, including grant funds.
- Reconciles monthly with the County Treasurer Statements.
- Demonstrates willingness to try new methods.
- Prepares a balanced budget which is realistic and in a clear, concise and legible format.
- Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year end.
- Provides appropriate information to staff and community as necessary regarding payroll, budget, and other public information.
- Achieves audits with few findings or major concerns.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

DOMAIN THREE: FINANCIAL PLANNING AND RECORD KEEPING

Gallatin Gateway School's Business Manager/District Clerk:

- Lists District warrants monthly and provides an operating budget in a clear, concise and legible format to the board.
- Completes monthly, quarterly and annual reports as scheduled.
- Publishes legal and public notices as required.
- Accurately prepares yearly budgets and the Trustees Financial Summary.
- Understands and complies with District Policies and Goals, maintaining up to date policy manuals.
- Acts as election administrator and follows all legal requirements to run school elections.
- Acts as custodian of all records, reports, and historical documents of the district.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

DOMAIN FOUR: PROFESSIONAL DEVELOPMENT

Gallatin Gateway School's Business Manager/District Clerk:

- Attends regional clerk's meetings, MASBO/MTSBA workshops and other necessary training sessions.
- Keeps informed on local, state, federal, and legal requirements in school business.
- Tries to improve competencies in his/her professional field.
- Displays a positive attitude toward his/her responsibilities.
- Adjusts easily to changes in plans or procedures.
- Communicates effectively and maintains positive and professional relationships with students and colleagues.
- Communicates effectively and maintains positive and professional relationships with parents and community members.
- Solves problems and handles stressful situations with finesse and professionalism.
- Displays initiative when determining tasks and goals.
- Shows perseverance even when faced with obstacles.
- Effectively manages time and responsibilities.
- Makes thoughtful judgments and decisions.

COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH

Unsatisfactory

Developing

Proficient

Exemplary

Not Observed

**BUSINESS MANAGER/ DISTRICT CLERK
SUMMATIVE EVALUATION FORM**

SUMMATIVE EVALUATION RATING

Unsatisfactory **Developing** **Proficient** **Exemplary**

IMPROVEMENT PLAN REQUIRED FOR:

DOMAIN ONE

DOMAIN TWO

**BUSINESS MANAGER/ DISTRICT CLERK
SUMMATIVE EVALUATION FORM**

DOMAIN THREE

DOMAIN FOUR

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

Business Manager/District Clerk

Date

Board Chair

Date

**Gallatin Gateway School
BUSINESS MANAGER/DISTRICT CLERK
Overall Performance Summary**

School Board Members:

Chair	Donna Shockley
Vice-Chair	Aaron Schwieterman
Trustee	Julie Fleury
Trustee	Christie Francis
Trustee	Lessa Racow

Review Period: March 2017- March 2018

The Business Manager/District Clerk's overall performance for the review period:

DOMAIN ONE: RELATIONSHIP WITH BOARD

___Unsatisfactory ___Developing ___Proficient ___Exemplary

DOMAIN TWO: ACCOUNTING MANAGEMENT

___Unsatisfactory ___Developing ___Proficient ___Exemplary

DOMAIN THREE: FINANCIAL PLANNING AND RECORD KEEPING

___Unsatisfactory ___Developing ___Proficient ___Exemplary

DOMAIN FOUR: PROFESSIONAL DEVELOPMENT

___Unsatisfactory ___Developing ___Proficient ___Exemplary

Business Manager/District Clerk

Date

Board Chair

Date

BUSINESS MANAGER

REPORTS TO: Superintendent

ESSENTIAL FUNCTIONS:

Serves as chief fiscal officer of the District.

Informs the superintendent and/or Board of Trustees of the business operations of the District.

Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports.

Attend Board meetings as requested by Superintendent or Board of Trustees.

Responsible for keeping accurate and detailed accounts of all receipts and disbursements.

Responsible for drawing and countersigning all warrants for expenditures.

Assigns and distributes fiscal responsibilities, in consultation with the superintendent.

Responsible for preparing and submitting financial reports to the superintendent and the Board as requested.

Creates and applies fiscal controls and procedures.

Assists in development of the budget.

Establishes procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

Responsible for preparation, advertisement, and dissemination of bid documents.

Maintains records of paid/unpaid invoices and purchase orders.

Assists in budget preparation and with audits.

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 employment forms, including but not limited to retirement, IRS, and W-2's.

Responsible for communicating with governmental agencies, labor organizations, TRS, and PERS to provide information.

Responsible for all financial procedures and records.

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

DESIRED MINIMUM QUALIFICATIONS:

Hold a Bachelor's degree with a major in accounting, economics, or finance or related field.

Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.

Knowledge of finance and budgeting principles.

Strong leadership and communication skills.

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.

EQUIPMENT USED:

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

WORK ENVIRONMENT:

While performing the duties of this job, the employee constantly works around others, works with the public, and works inside. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee 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 maintains 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:

SCHOOL CLERK

REPORTS TO: Superintendent/Board of Trustees

ESSENTIAL FUNCTIONS:

Attend all meetings of the Board of Trustees, unless excused by the chairperson or Superintendent.

Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.

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 keeping accurate and detailed accounts of all receipts.

Responsible for drawing and countersigning all warrants for student activity fund 184.

Responsible for the preparation of all notices for School Board meetings and elections.

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.

Responsible for preparation, advertisement, and dissemination of district employment openings.

Responsible for preparing and submitting food services and transportation financial reports to the superintendent and the Board as requested.

Responsible to Transportation Director for duties as assigned.

Responsible to Foods Services Supervisor for duties as assigned.

Responds to questions regarding employee benefits, credentials, TB tests, fingerprinting, and other terms and conditions of employment.

Assists applicants with completing the application packet as needed.

Responsible for preparation of Board packets.

Processes all authorized invoices.

Maintains records of paid/unpaid invoices and purchase orders as requested.

Assists in budget preparation and with audits as requested.

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 employment forms, including but not limited to retirement, IRS, and W-2's.

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.

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, FileMaker Pro, Excel, Access, Adobe InDesign, MS Word, and Adobe PhotoShop.

Perform variety of clerical work involving use of independent judgment and requiring accuracy and speed.

Receive and give information over the telephone or in person in a courteous manner.

Handle variety of telephone calls and personal contacts with tact, diplomacy, and discretion.

Able to express himself/herself clearly and concisely in both oral and written communications.

Communicate effectively with students, community, and staff.

Compile and maintain accurate and complete records and reports.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of work.

Type at a net corrected speed of 50 words per minute.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

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

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; 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:

SCHOOL SUPERINTENDENT

Reports to: Board of Trustees

Summary:

The superintendent shall have responsibility for and charge of the administration of the school under the direction of the Board of Trustees and consistent with the laws of Montana. He/she shall be the chief executive officer of the District; shall assign and direct teachers, and other employees of the school district under his/her supervision within the scope of the Board's policies and strategic plan for the district; shall organize, reorganize, and/or arrange the administrative and supervisory staff relative to both instruction and business affairs as best serves the district, subject to approval of the Board; shall appoint all personnel subject to the approval of the Board; shall suggest regulations, rules, procedures and policies deemed necessary for the effective operation of the school district; shall perform all duties attendant to the office of the Superintendent; and shall perform such other professional duties as may be prescribed by the Board from time to time.

ESSENTIAL FUNCTIONS: (other duties may be assigned):

Acts as the agent of the Board of Trustees.

Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiries from the Board.

Reviews policies with Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.

Keeps the Board informed through sharing timely and accurate information.

Consults with the Board on the process for developing district-wide goals and annual objectives.

Collaboratively leads the Board, staff and community in implementing and monitoring progress of the District Long Range Strategic planning process.

Recommends policy and program decisions to the Board.

Develops administrative rules and procedures to implement Board policy.

Attends Board meetings.

Provides leadership for a staff.

Leads the continuous improvement process for program evaluation, student performance and staff accountability.

Facilitates goal setting and problem solving for staff and Board.

SCHOOL SUPERINTENDENT

Ensures the communication and interpretations of the Board decisions and requests to staff.

Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Responds to staff and community regarding questions or problems about school operations.

Models leadership that embraces respectful listening and consensus building with a variety of community groups.

Ensures the efficient management of the district's day to day operations.

Understands, effectively articulates, and strongly advocates for District resources at the local, state and federal level.

Analyzes financial condition of the District, presents District budgets, and proposes budget item priorities and long-range financial needs to maintain a financially sound district.

Oversees the preparation of the annual budget.

Works with staff to prepare yearly budget requests and monitors spending to conform to budget restrictions.

Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems. Responsible for control and discipline of students.

Ensures adherence to Board policy for dealing with concerns or complaints from the public.

Represents Board policy in dealing with employer/employee issues.

Ensures that the district benefits from appropriate professional development activities.

Attends various organizational meetings inside and outside district.

Works collaboratively and communicates effectively with community members.

Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies.

Acts as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.

Maintains a visible presence in the building and playground to enforce safety and security standards for students and faculty.

Manages conflict effectively.

SCHOOL SUPERINTENDENT

Serves as liaison between the community and the district.

Responsibilities include interviewing, making recommendations for hiring, and training employees; mentors staff; evaluates staff; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SUPERVISORY RESPONSIBILITIES:

Manages Title 1, Transportation, Food Service, 504 compliance, facility maintenance, Adult Education, Special Education, Homeless Liaison (McKinney-Vento Act), and Athletics Department. Is responsible for the overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies, Strategic Plan, and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE.

Master's degree in Education. Must have strong leadership and communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Ability to obtain an appropriate Montana Superintendent's endorsement within two years of contracting.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret educational, scientific and technical journals, financial reports and legal documents. Ability to respond to inquiries or complaints from employees, community members, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Trustees.

MATHEMATICAL SKILLS:

SCHOOL SUPERINTENDENT

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Must be able to speak effectively to large groups of people. Must be able to transport between school buildings, districts and cities. Must possess the ability to apply knowledge of current research and theory in specific field, to establish and maintain effective working relationships with students, staff and the school community.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is frequently required to stand or sit. The employee is occasionally required to use hands to operate office equipment and to reach with hands

and arms. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level may be loud, in the office quiet and at meetings moderate.

Agenda Item: General Fund Budget Amendment Proclamation- FY19 & Petition for Permission to Adopt a Resolution for a Budget Amendment

Background Information

- In May 2018 the District submitted an application for Additional ANB for 2018-2019 (FY19) based on enrollment estimates.
 - Estimates were:
 - K-6 = 132 students
 - 7-8 = 29 students
 - Based on the October 1, 2018 enrollment the actual ANB numbers were:
 - K-6 = 132 students
 - 7-8 = 32 students
- The District ANB for Fall 2018 indicates that the District estimates were inline with the actual enrollment for the year and the District actually had estimated a bit low for grades 7-8.
- Business Manager Carrie Fisher received a recommendation from Mike Waterman of Bozeman School District to contact Nica at OPI School Finance Division to inquire if the district would qualify for a budget amendment for the additional three 7-8 students.
- Nica replied on October 31, 2018 that the district would in fact qualify for a budget amendment and could increase the District's General Fund budget authority by an additional \$50,682.51.
 - This increase must be funded from the District's reserves
 - To receive additional state funding the district enrollment must experience an increase of more 4% (increase is a little less than 2%)
 - Current reserves for 18-19 = \$122,734.26 and 10% (maximum level allowed by law)
- The District will be using reserve funds to increase budget authority-this will not have an effect on local mill levy amounts or taxation
- If the District does not utilize the additional budget authority at the conclusion of the fiscal year; the funds will remain in reserves.

Documents included in the packet:

- Budget Amendment Procedures (flow chart)
- Budget Amendment Proclamation
- Petition for Permission to Adopt a Resolution for a Budget Amendment
- Draft Budget Amendment Resolution

Summary of Process:

November 14, 2018- Regular Meeting-Board adopts the Budget Amendment Proclamation and Petition for Permission to Adopt a Resolution for a Budget Amendment

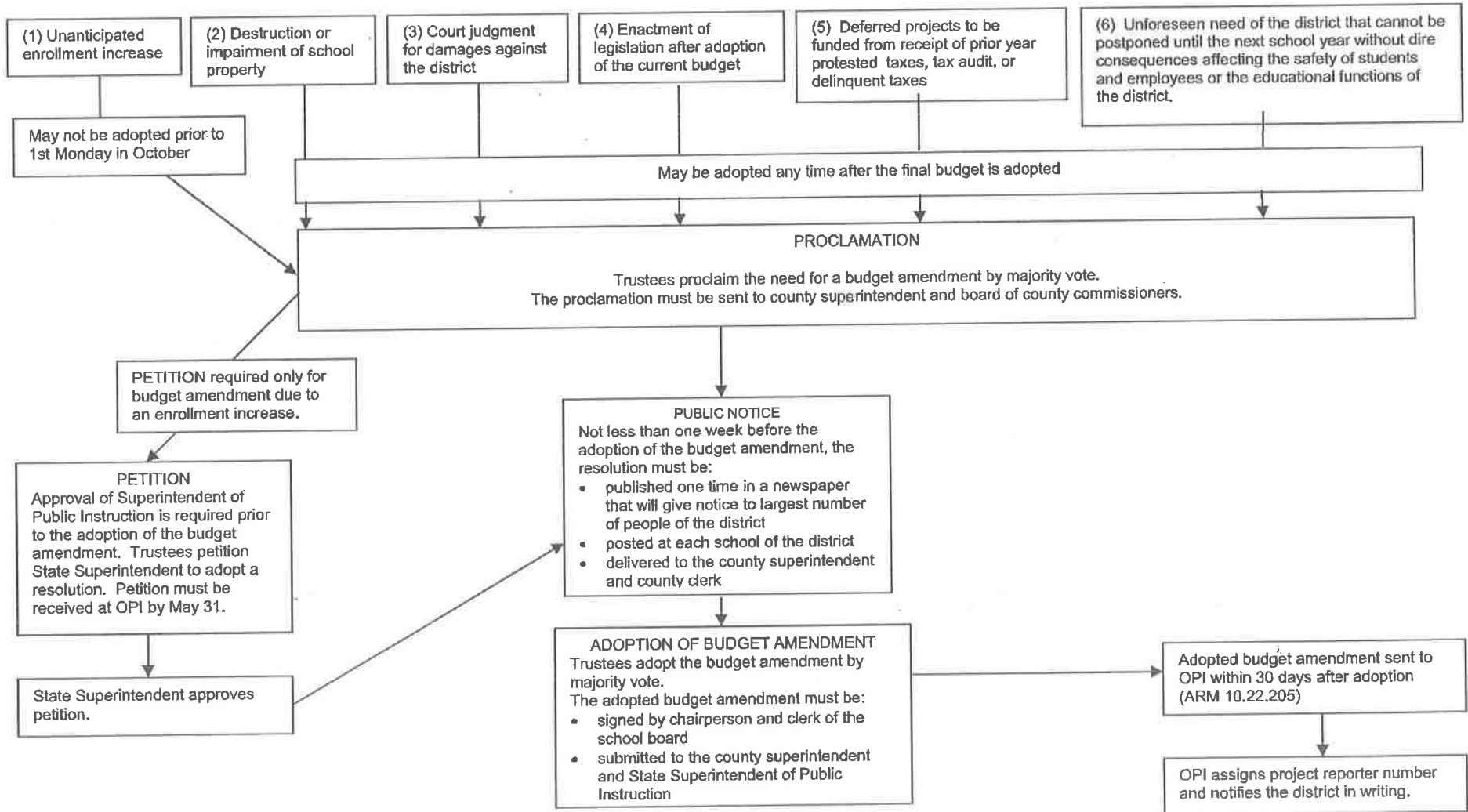
Week of December 2, 2018 - Business Manager provides public notice of the budget amendment (including County Commissioners and County Superintendent)

December 19, 2018- Regular Meeting-Board adopts the Budget Amendment Resolution

December 20, 2018 -Business Manager provides OPI and County Superintendent with a copy of the Budget Amendment

Recommended Motion: Adopt the Budget Amendment Proclamation to amend the general fund budget for FY19 and approve the Petition for Permission to Adopt a Resolution for a Budget Amendment.

**BUDGET AMENDMENT PROCEDURES
REASONS FOR BUDGET AMENDMENT**



For assistance, contact:
Nica Merala, Fiscal Officer
(406) 444-4401
nmerala@mt.gov

BUDGET AMENDMENT RESOLUTION
Gallatin Gateway School District #35
Gallatin County

At a regular meeting of the board of trustees of School District No. 35, Gallatin County, Montana, held November 14, 2018, at 6pm, at the Gallatin Gateway School, the following resolution was introduced:

WHEREAS, the trustees of Gallatin Gateway School District No. 35, Gallatin County, Montana, have made a determination that as a result of unanticipated enrollment increase, the district's budget for the general fund budget does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the elementary general fund budget in the amount of \$50,682.51 is necessary under the provision of Section 20-9-161 (1), MCA; for the purpose of properly maintaining and supporting the district, and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be general fund reserves;

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No. 35, Gallatin County Montana, proclaims a need for an amendment to the elementary retirement fund budget for fiscal year 2016-2017 in the amount of \$50,682.51 under Section 20-9-161 (1), MCA, or the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No. 35, Gallatin County, Montana met at Gallatin Gateway School on December 19, 2018, at 6pm, for the purpose of considering and adopting the general fund budget amendment.

DRAFT

Aaron Schwieterman, Board Chair
Gallatin Gateway School Board of Trustees

DRAFT

Carrie Fisher, Business Manager
Gallatin Gateway School District #35

DATE BUDGET AMENDMENT ADOPTED: December 19, 2018

BUDGET AMENDMENT EXPENDITURE DETAIL:

Account #	Requested Increase
101.100.1000.610	\$22,000
101.100.1000.640	\$15,000
101.100.1000.660	\$11,000
101.100.1000.680	\$182.51
101.100.1000.682	\$ 2,500
Total:	\$50,682.51

Agenda Item: Later Gators Programming and Budget

Background:

- In July 2018 the Board approved the addition of an After School Program and also received an anonymous community donation of \$20,000 to start the program.
- In August 2018 the after school program was developed (Later Gators) including hiring two employees, developing a handbook, and notifying families that the program was available beginning the first day of school.
- The cost of attending the program for families is currently \$9/day and \$0/day for students who are on the Free/Reduced meal program.
- The district also provides a federal reimbursable snack each day.
- In November 2018 the District received an anonymous community donation of \$500 for supplies.

Current Proposal:

- Review the handbook for the program to ensure it accurately represents how the program is currently operating and meets the needs of the district
- Review the daily attendance fees and consider reducing to increase attendance
- Discuss and explore ways to do a better job marketing the Later Gators program
- Discuss and explore the best way to handle the daily count for students attending
- Consider an operating budget of \$800 for the remainder of the year (approx \$200/month- Feb-May)
- Discuss and explore ideas for future funding of the program (i.e. district budget, grants, etc.)

Funding Options for Operating Budget:

- General Fund (101)
- Miscellaneous Fund (115)- project code 110- Medicaid
- Miscellaneous Fund (115)- project code 145- Miscellaneous
- Miscellaneous Fund (115)- project code 137- Art
- Flexibility Fund (129)

Information Included for reference:

- Later Gators Handbook (adopted August 20, 2018)
- After School Program Financial Summary as of November 9, 2018

LATER GATORS!

After School Program
2018 - 2019 Parent Handbook

Gallatin Gateway School



Program Director -Mrs. Jaffe

jaffe@gallatingatewayschool.com 406.763.4415

The Core Purpose of Gallatin Gateway School:

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

Core Values of the Gallatin Gateway School:

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

Later Gators Program Mission Statement

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

Dates & Times

Later Gators! will be available on regularly operating school days (Monday-Friday) from 3:25-5:45 pm and on early release days from 1:00-5:45 pm. The program will not be conducted on non-school days. The primary location of Later Gators! will be in the school cafeteria.

Enrollment Information

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

Attendance

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

A count will be taken each morning to determine the number of students attending the program that afternoon.

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

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

Parent/guardians must sign their children out of the program each day. Only authorized persons specified by the parent/guardian can pick up. Staff members may ask for proper identification until they become familiar with persons authorized to pick up your child. Please update emergency and contact information regularly so staff is always able to contact the appropriate person in case of an emergency.

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

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

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

Tuition

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

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

The early release day fees are as follows:

- \$15.00/day for the first student from a family
- \$7.50/day for additional students from the immediate family

Illness & Absences

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

If your child will not attend Later Gators! because of illness or any type of absence, please call 406.763.4415 or email jaffe@gallatingatewayschool.com to let our staff know.

Snacks

A nutritious snack will be provided to students attending Later Gators. Please make sure you include any allergies and/or dietary consideration in your student's registration form.

Personal Belongings & Clothing

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

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

Medical Emergency

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

In case of an emergency, our procedure will be:

Step 1. Appropriate staff administers basic first aid.

Step 2. Call 911 if necessary.

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

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

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

Student Expectations

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

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

There will be zero tolerance for bullying or fighting.

Parent Responsibilities

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

Afterschool Program Information

11/12/18
19:28:10

GALLATIN GATEWAY ELEMENTARY
Project Combined Revenues/Expenditures
For the Accounting Periods: 7/18 - 11/18

Page: 1 of 1
Report ID: P120A

202 AFTERSCHOOL PROGRAM
Project Budget: 20000.00

Fund	Srcs/Acct	Org	Program	Function	Object	Amount
Revenue						
115	1920					20,557.00
Total Revenue for Project						20,557.00
Expenditures						
115	100	1000	610	SUPPLIES		136.19
115	840	3300	117	AIDES		3,980.50
115	840	3300	210	SOCIAL SECURITY AND MEDICARE		268.47
115	840	3300	220	TRS		357.06
115	840	3300	240	UNEMPLOYMENT		19.11
115	840	3300	250	WORKERS' COMPENSATION		20.01
115	840	3300	260	HEALTH INS		542.83
Total Expenditures for Project						5,324.17
Revenues less Expenditures						15,232.83

