

May Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, May 15, 2019 at 6:00pm** at the Gallatin Gateway School board room. (*All policies mentioned in the agenda can be found at www.gallatingateway.school.com.*)

Call to Order
Pledge of Allegiance
Presiding Trustee's Explanation of Procedures
Public Comment- Non Agenda Items

Election 2019- Canvass Election Results

Consent Agenda

Minutes – April 15, 2019-regular meeting; April 24, 2019-special meeting; and April 30, 2019-special committee meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire- Certified/Classified Substitutes

Recognition of Donna Shockley for her Service to the Board

Swear in Trustee- County Superintendent Matthew Henry

Reorganization of the Board

- Clerk Appointment

Old Business

- Early Retirement Incentive Program Update- Memorandum of Understanding
- Communication Specialist Update
 - Stay Interviews
- Facility Condition Report Update
- Discussion: Preliminary FY20 Budget
 - After School Program

Superintendent's Report

New Business

Action Items:

- Consider Property & Liability Insurance Proposals
- Hire: Summer Student Workers- Temporary Contracts
- Consider 2019-2020 Certified Staff Contracts- Renewal and/or nonrenewal without cause (Certified Master Agreement, MCA 20-4-205 and 20-4-206)
- Consider Certified FTE Increase for 2019-2020 & new position- Student Support Specialist
 - Consider Job Description: CERT-008- Student Support Specialist- addition
- Consider 2019-2020 Classified Staff Wage Increases and Contract Renewals
- Appoint Labor Management (LMC), Interest-Based Bargaining (IBB) & PDAC Committee Members
- Consider Job Description Revisions/Additions:
 - Certified Job Descriptions:* CERT-001- Elementary School Teacher (K-8)- revision; CERT-002- Physical Education Teacher- revision; CERT-003- Special Education Teacher- revision; CERT-004- Guidance Counselor- revision; CERT-005- Librarian- revision; CERT-006- Substitute Teacher- revision; CERT-007- School 504 Case Manager-revision; CERT-009- Music Teacher- addition
 - Classified Job Descriptions:* CLAS-012- School Nurse- revision
- Consider 2019-2020 Non-resident Student Attendance Agreements
- Consider End of the Year Requisition Requests & Budgetary Priorities
- Trustee Resolution Requesting County to Conduct Election(s) (20-20-417, MCA) for FY20 Election
- Consider Application for Additional ANB for 2019-2020 (PAA3)
- Set dates for Special Work Sessions: Board Orientation & Training, Strategic Plan Review, & 19-20 Goal Setting

Committee Reports

Safety Committee
Professional Development Advisory Committee
Whole Child Committee

Next Meeting:

Regular Meeting – June 26, 2019 at 6pm

Adjournment

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 6:00 pm on Wednesday, May 15, 2019, in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:10 pm.

TRUSTEES PRESENT

Aaron Schwieterman, Board Chair; Julie Fleury, Vice Chair; Carissa Paulson, Lessa Racow (arrived at 7:23 pm), Patricia (Patti) Ringo (incoming trustee) and Donna Shockley (outgoing trustee).

TRUSTEES ABSENT

None

STAFF PRESENT

Travis Anderson, Superintendent; Carrie Fisher, District Clerk; Jamie Hetherington, Teacher; Alixa Davis, Teacher; Ashley Senenfelder, Teacher; Erica Clark, Administrative Secretary; Mike Coon, Teacher; and Fraulein Jaffe, After School Program Coordinator

OTHERS PRESENT

Matthew Henry, Gallatin County Superintendent of Schools; Rody Holman, Montana Schools Property & Liability Insurance Plan; Shawn Bubb, Montana Schools Group Insurance Authority; Lyn Morton, Mary Martin; Sandra Wilson, Bozeman High School Rural Trustee; and Ann Prescott

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. He noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Sandra Wilson, Bozeman High School Rural School Representative provided the Board with information about the new high school in Bozeman. Here summary included: transfer policy; mascot-Raptors; school colors- blue and black; New Principal- Erica Schnee; new student activities; celebrations for next year; new track and football field; new high school building is about 50% finished and on schedule to be occupied by June 1, 2020; Bridger High School program; Superintendent search; Transition Levy; and registration schedule for next year.

ELECTION 2019- CANVASS VOTES

The Board acknowledged and accepted that Patricia (Patti) Ringo was elected by acclamation for the May 7, 2019, annual school election. Patricia (Patti) Ringo was the only candidate for one open position.

CONSENT AGENDA

Motion: Trustee Donna Shockley to approve minutes from April 15, 2019- regular meeting; April 24, 2019-special committee meeting; and April 30, 2019- special meeting; approve claim warrants- #36051-#36071; electronic claims (-99835- -99829); payroll warrants- #75511-75522; direct deposit- (#-88806- -888773) (VOIDS: none); approve Operational Budget by Object Code as of May 10, 2019; Cash Reconciliation as of March 31, 2019; to hire the following certified/classified substitutes: Bus Driver- Maxine Daniel & Gary Jones; Kitchen/Food Service- Stacey Webb, Connie Evenson, & Jeff Krogstad; Teachers/Aides/Other: Nickole Achziger, Shelly Berezay, Dayna Bergin, April Bettilyon; Tina Colstad, Cynthia Corliss, Kate Cottingham, Carrie Croskey; Connie Evenson, Sierra Fein, Jason Fischer; Kevin Germann, Jennifer Gilbert, Kayleigh Griffith; Amanda Herrera; Wendy Hourigan, Skyla Jenkins, Kris Keller, Spencer Kirkemo, Jeff Krogstad, Miranda Leutz, Bethany Macquarrie, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Robin Schauers, Travis W. Silver, Nicorie Steinpfad, Haley Stevens, Barry Sulam, Mary Thurber-Martin and Alicia Watts; Office/Clerical: Connie Evenson pending adequate fingerprint/background check.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Extra-curricular Recap & Reconciliation was not available at the time of the meeting.

RECOGNITION OF DONNA SHOCKLEY FOR HER SERVICE ON THE BOARD

The Board presented Trustee Donna Shockley with a plaque and engraved garden tools for her service on the Board for the last six years.

SWEAR IN TRUSTEE

County Superintendent Matthew Henry swore in newly elected trustee Patricia (Patti) Ringo. Trustee Ringo assumed her position on the Board.

REORGANIZATION OF THE BOARD

Motion: Vice Chair Julie Fleury nominated Chair Aaron Schwieterman as the Board Chair.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Aaron Schwieterman maintained the duties of Board Chair.

Motion: Trustee Carissa Paulson nominated Julie Fleury as the Board Vice Chair.

Seconded: Trustee Patti Ringo

Public Comment: None

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Motion: Vice Chair Julie Fleury to appoint Carrie Fisher as the District Clerk.

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

Board Chair Aaron Schwieterman recommended changing the order of business to accommodate the two insurance representatives. There were no objections.

Consider Property & Liability Insurance Proposals

Rody Holman of Montana Schools Property & Liability Insurance Plan provided the Board with information regarding the proposal that was submitted. In addition, Shawn Bubb provided the Board with information regarding the insurance proposal from MSGIA. Both representatives answered questions from the Board and highlighted what their respective programs could offer the district.

Motion: Vice Chair Julie Fleury to approve the 2019-2020 Property & Liability Insurance Proposal submitted by MSGIA.

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

OLD BUSINESS

Early Retirement Incentive Program Update- Memorandum of Understanding

Trustee Aaron Schwieterman provided the Board with an update regarding the Early Retirement Incentive Program and the memorandum of understanding that was approved by the Interest-Based Bargaining committee on May 7, 2019. The Early Retirement Incentive Program is available to eligible certified staff until May 29, 2019.

Communication Specialist Update- Stay Interviews

Board Chair Aaron Schwieterman indicated that the Board could not reach an agreement with Leadership Outfitters to work with the communication specialist. He also explained that the Board will be conducting stay interviews this year and will send out an email and schedule to the staff to complete those with all certified and classified staff who are interested. The Board will be using the same questions as last year and will be setting up appointments for 30-minute increments during lunch periods, after school or any other times that might work for the staff.

Preliminary Budget Discussion

District Clerk, Carrie Fisher reviewed the line-item budget with the board that was developed during the budget work session on April 1, 2019, with updates. She noted that HB2 was signed by the Governor and the maximum General Fund budget allowable for 2019-2020 is \$1,289,336.35. In addition, she explained the updated Board priorities were included in the current line-item budget estimates and noted which priorities were not included. Mrs. Fisher also explained that with the current estimates the District would experience an estimated \$17,284.20 deficit. The final 2019-2020 budget will be adopted in August 2019.

The Board discussed the after school program and the future of the program. Funding ideas were presented. The Board consensus was that at this time, the program would not be able to be funded for the entire year unless the District utilized general funds monies, REAP funds, and/or monies from the flexibility fund. However, it was noted that there may be some of the original donation remaining at the end of this fiscal year to support the program for a short time during the next school year. The Board felt it would be beneficial to hold a special meeting on June 4, 2019, to discuss the program further.

Motion: Vice Chair Julie Fleury provide an after-school program through December 20, 2019, with contracts and framework to be considered in June 2019.

Seconded: Trustee Carissa Paulson

Public Comment: Fraulein Jaffe, Donna Shockley, Mary Martin, Ann Prescott

For: Fleury, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

SUPERINTENDENT REPORT

Superintendent Anderson discussed the following with the Board: 1) Enrollment = 161 as of April 1, 2019; 2) Lucy Calkins & Bridges Math implementation Update; 3) Later Gators fiscal stability; 4) EPAS- year-end evaluations for certified teachers; 5) Campus Improvements; 6) Boys' Bathroom Urinals; 7) Gym Bleachers; 8) Superintendent Newsletter; 9) BHS- Social Studies Meeting- April 15; 10) BHS data for GGS graduates; 11) Asbestos Inspection; 12) SBAC begins April 22; 13) Art Mobile- April 19; 14) Safety Committee Meeting- April 24; 15) Shakespeare in the Parks- April 29; 16) Superintendent Parent Meeting- April 29; and 17) 8th Grade Washington DC Trip- May 16-22; 18) SBAC testing complete; 19) Floor drains installed week of June 30, 2019; and 20) Title I Audit is complete

NEW BUSINESS

Consider End of the Year Requisition Requests Requests & Budgetary Priorities

The Board reviewed the end of year requisition requests and discussed how to allocate the year-end funds. Business Manager Carrie Fisher noted that she did not anticipate the District would have as much for funds remaining at the end of the year due to the tighter budgeting the District has been doing over the past few years.

The Board consensus was to prioritize the year-end remaining general fund monies as follows:

1. Maximize fund reserves
2. Transfer \$14,000 into a multidistrict agreement for professional development and network infrastructure upgrades
3. Requisition needs submitted by staff, but not to order the MBI posters or the requested Chromebooks unless they can be purchased from fund 115.
4. Requisition wants to be submitted by staff at the discretion of the Superintendent.

Public Comment: Mike Coon, Jamie Hetherington, Alixa Davis, Ashley Senenfelder

Hire: Summer Student Workers- Temporary Contracts

Motion: Trustee Carissa Paulson to hire Myles Campbell to offer temporary summer contract for as a student worker at \$10/hour for no more than 10 hours a week and for no more than 60 hours from June 17, 2019, to August 23, 2019.

Seconded: Trustee Lessa Racow

Public Comment:

For: Fleury, Racow, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider 2019-2020 Certified Staff Contracts- Renewal and/or Nonrenewal without cause

Motion: Vice Chair Julie Fleury to renew the following certified staff contracts for 2019-2020:

Mike Coon	1.0 FTE	Neal Krogstad	1.0 FTE
Alix Davis	1.0 FTE	Elizabeth Matthews	1.0 FTE
Ashley Davis	1.0 FTE	Veronica Rubio	1.0 FTE
Nicole Grafel	1.0 FTE	Ashley Senenfelder	1.0 FTE
Jamie Hetherington	1.0 FTE	Debra Tysse	1.0 FTE
Chantel Jaeger	1.0 FTE	Jacki Yager	1.0 FTE
Deborah Johnston	1.0 FTE		

Seconded: Trustee Lessa Racow

Public Comment:

For: Fleury, Racow, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider 2019-2020 Certified Teacher FTE & new position- Student Support Specialist

Motion: to increase the FTE of the Certified teaching pool by 0.5 FTE, approve the district to hire a 0.5 FTE Student Support Specialist for the 2019-2020 academic year and adopt job description CERT-008-Student Support Specialist.

Second: Trustee Patti Ringo

Public Comment: None

For: Fleury, Paulson, Racow, Schwieterman, Shockley

Opposed: None

Motion passed unanimously

Consider Classified Staff Contract Renewals 2019-2020

The Board tabled contracts for the After School Program Coordinator and Assistant.

Motion: Vice Chair Julie Fleury to approve the 2019-2020 classified contract renewals, salaries, and benefits as presented.

<u>Name:</u>	<u>Position</u>	<u>19-20 Hourly wages</u>
Jerry Lee	Bus Driver	\$16.70
Cheryl Brenner	Bus Driver	\$15.15
Carrie Fisher	District Clerk/Business Manager	\$24.24
Erica Clark	Administrative Secretary	\$17.83
Bobbie Jo Gunderson	Kitchen Manager	\$16.55
Brooke Savage	Kitchen Assistant	\$13.54
Rochelle DeGroot	Paraprofessional	\$14.28
Karen Fujimori	Paraprofessional	\$14.28
Jamie Poukish	Paraprofessional	\$14.28
Janet Westlake	Paraprofessional	\$15.15
Christine Hodgson	Nurse Practitioner	\$24.48

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Appoint Labor Management (LMC), Interest-Based (IBB), & PDAC Committee Members

Aaron Schwieterman appointed Julie Fleury as the Board representative to the LMC and IBB committees.

Board Chair Aaron Schwieterman appointed Carissa Paulson, Veronica Rubio, Jacki Yager, Jamie Hetherington, & Chantel Jaeger to the Professional Development Advisory Committee (PDAC).

Consider Job Descriptions Addition/Revisions/Deletions

Motion: Trustee Lessa Racow to approve the following job descriptions with revisions and additions:

- CERT-001- Elementary School Teacher (K-8)
- CERT-002- Physical Education Teacher
- CERT-003- Special Education Teacher
- CERT-004- Guidance Counselor
- CERT-005- Librarian
- CERT-006- Substitute Teacher
- CERT-007- School 504 Case Manager
- CERT-009- Music Teacher- new (addition)
- CLAS-012- School Nurse

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider 2019-2020 Non-resident Student attendance

Motion: Vice Chair Julie Fleury to approve the following Discretionary Non-resident Student Attendance Agreements for the 2019-2020 school year:

Grade	Status	Home School District
4	Current	Belgrade
7	Current	Belgrade
1	Current	Belgrade
5	Current	Belgrade
3	Current	Belgrade
5	Current	Belgrade
8	Current	Belgrade
2	Current	Bozeman
2	Current	Bozeman
6	Current	Bozeman

6	Current	Bozeman
7	Current	Bozeman
8	Current	Bozeman
8	Current	Bozeman
7	Current	Bozeman
5	Current	Bozeman
1	Current	Bozeman
6	Current	Bozeman
1	Current	Bozeman
3	Current	Bozeman
4	Current	Bozeman
7	Current	Bozeman
7	Current	Bozeman
6	Current	Bozeman
1	Current	Bozeman
5	Current	Monforton
3	Current	Monforton
2	Current	Monforton
7	Current	Monforton
8	Current	Monforton

Second: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Paulson, Racow, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Trustee Resolution Requesting County to Conduct Election(s)

Motion: Trustee Carissa Paulson to approve the following resolution:

BE IT RESOLVED, the Board of Trustees for School District No. 35, Gallatin County, State of Montana, requests that Gallatin County, State of Montana, conduct the elections for School District No. 35, Gallatin, County for the May 7, 2019, annual school election (trustee and levy elections).

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets, and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

Second: Trustee Lessa Racow
Public Comment: None
For: Fleury, Paulson, Racow, Ringo, Schwieterman
Opposed: None
Motion passed unanimously

Consider Application for Additional ANB for 2019-2020 (PAA3)

Motion: Trustee Lessa Racow to approve the application for additional ANB for the 2019-2020 school year.

Second: Vice Chair Julie Fleury
Public Comment: None
For: Fleury, Paulson, Racow, Ringo, Schwieterman, Shockley
Opposed: None
Motion passed unanimously

Set dates for Special Work Sessions: Board Orientation & Training, Strategic Plan Review and 19-20 Goal Setting

The District Clerk will reach out to MSGIA to schedule the Board orientation with MTSBA for any of the following dates: July 22, 24, 25, 26 or July 29-August 2.

A date will set up the Strategic Plan Review and Goal Setting after the date for the orientation is set. The District Clerk will inform the Board of the final date and time for orientation and the Board Chair will communicate with the Board to schedule the strategic plan and goal setting meeting.

COMMITTEE REPORTS

Safety Committee

Superintendent Anderson provided a summary regarding the April 24, 2019 safety meeting discussions. The next meeting will be May 29, 2019, at 2 pm.

Professional Development Advisory Committee

Superintendent Anderson provided a summary regarding the April 9, 2019, professional development advisory committee meeting discussions. The next meeting will be June 7, 2019 at 2 pm.

Whole Child Committee

Vice Chair Julie Fleury provided a summary regarding some activities the Whole Child Committee is completing before the end of the year, including updating the Wellness Plan.

Next Meetings:


- Special Meeting- June 4, 2019, at 6 pm
- Regular Meeting- June 26, 2019, at 6 pm

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 10:07 pm.



Aaron Schwieterman, Board Chair







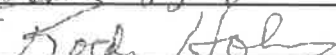
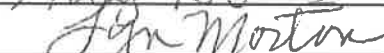

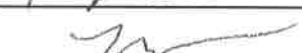

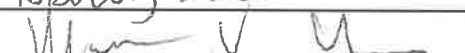



Carrie Fisher, District Clerk

Regular Meeting

May 15, 2019

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Erica Clark	
2. Shawn Bubb	
3. Jamie Hetherington	
4. Alex Pariz	
5. Fraulein Jaffe	
6.	
7. Rody Holman	
8. Lyn Morton	
9. Mary Marni	
10. Mike Coob	
11. Ashley Senenfeldt	
12. Matthew Hoang	
13. Ann Presat	
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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: May 15, 2019

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1. Sandra Wilson	H.S. Update
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Gallatin Gateway School

"Educating the Future"

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

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

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: May 10, 2019

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:
#36051-#36071

Electronic Payment:
-99835- -99829

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

Payroll Warrant #'s:
#75511-#75522

Direct Deposits/ACH #'s:
-88806 - -88773

Voided Payroll Warrant #'s:
None

Thank you.

05/10/19
10:14:00

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 5/19

Report ID: W100X

Claims

Accounts Payable

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes	
-99835	E	1305 BMO MASTERCARD	403.84	5/19	05/10/19		
-99834	E	1305 BMO MASTERCARD	424.59	5/19	05/10/19		
-99833	E	1305 BMO MASTERCARD	101.99	5/19	05/10/19		
-99832	E	1305 BMO MASTERCARD	6231.70	5/19	05/10/19		
-99831	E	1305 BMO MASTERCARD	290.12	5/19	05/10/19		
-99830	E	1305 BMO MASTERCARD	542.41	5/19	05/10/19		
-99829	E	1305 BMO MASTERCARD	1642.24	5/19	05/10/19		
36051	SC	43 ALSCO-AMERICAN LINEN DIVISION	411.59	5/19	05/15/19		
36052	SC	1494 BIG SKY INTERPRETING SERVICES, LL	45.00	5/19	05/15/19		
36053	SC	370 BOZEMAN ELITE COMMERCIAL CLEANERS	2880.00	5/19	05/15/19		
36054	SC	1300 BRENNER, CHERYL	55.10	5/19	05/15/19		
36055	SC	1328 BRIDGER ANALYTICAL LAB, INC	28.00	5/19	05/15/19		
36056	SC	1536 CENTER FOR EDUCATION AND EMPLOYME	283.95	5/19	05/15/19		
36057	SC	228 CENTURYLINK	305.36	5/19	05/15/19		
36058	SC	229 CENTURYLINK	17.35	5/19	05/15/19		
36059	SC	1274 COYOTE MECHANICAL, LLC	100.00	5/19	05/15/19		
36060	SC	319 DAVIS, ASHLEY	21.15	5/19	05/15/19		
36061	SC	420 FOOD SERVICES OF AMERICA	4218.75	5/19	05/15/19		
36062	SC	439 GALLATIN GATEWAY SCHOOL	569.25	5/19	05/15/19		
36063	SC	577 J&H INC	371.80	5/19	05/15/19		
36064	SC	1537 MANHATTAN PLUMBING & HEATING	2587.25	5/19	05/15/19		
36065	SC	856 NORTHWESTERN ENERGY	2440.14	5/19	05/15/19		
36066	SC	901 PERSONALIZE IT	69.44	5/19	05/15/19		
36067	SC	1517 QUALITY FOODS DISTRIBUTING	153.44	5/19	05/15/19		
36068	SC	1403 SYSCO MONTANA, INC.	3063.59	5/19	05/15/19		
36069	SC	1131 THE CARRIAGE HOUSE CAR WASH	33.12	5/19	05/15/19		
36070	SC	666 THOMAS, LORRIE	100.00	5/19	05/15/19		
36071	SC	1538 WILLING WORKERS LADIES AID, INC (75.00	5/19	05/15/19		

Claims Total # of Checks: 28

Total: 27466.17

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)

05/10/19
10:14:31

Accounts Payable

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 5/19

Page: 1 of 7
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
-99835E	1305 BMO MASTERCARD					
	1645	403.84				
	M.COON PCARD TRANSACTIONS- #3608					
	MAY 5, 2019 STATEMENT					
1	KEYBOARD REPLACEMENTS	371.92				
			*	19109	128	100-1000 682
	AMAZON.COM					
2	S&H	31.92*	19109	128	100-1000	682
	AMAZON.COM					
	Total Check:	403.84				
-99834E	1305 BMO MASTERCARD					
	1646	424.59				
	E. CLARK PCARD TRANSACTIONS #4634					
	MAY 5, 2019 STATEMENT					
1	CC-168 04/09/19 LEGACY WALL TILES	399.38				
			CC Accounting: 115-	-100-1000-610-137		
				115	625	137
	ORIGINAL WORKS YOURS INC					
2	CC-168 05/01/19 SUPPLIES- FIT KIDS DAY	10.47		115	625	110
			CC Accounting: 115-	-710-3400-610-110		
	ROSAUERS- BOZEMAN					
3	Driving History Alix Davi	7.37	19107	101	100-2300	330
	MOTOR VEHICLE DIVISION					
4	Driver History Hart	7.37	19108	101	100-2300	330
	MOTOR VEHICLE DIVISION					
	Total Check:	424.59				
-99833E	1305 BMO MASTERCARD					
	1647	101.99				
	GGG TEACHERS PCARD TRANSACTIONS					
	MAY 5, 2019 STATEMENT					
1	Rock and Roll Blues Turne	35.00				
			19102	101	100-1000	610
	JW PEPPER					
2	BANG THE DRUM ALL DAY	56.00	19102	101	100-1000	610
	JW PEPPER					
3	Shipping and handling	8.99	19102	101	100-1000	610
	JW PEPPER					
4	ADDITIONAL S&H	2.00		101	100-1000	610
	Total Check:	101.99				

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
-99832E	1305 BMO MASTERCARD 1648	6,231.70				
	A.DAVIS PCARD TRANSACTIONS #1614 MAY 5, 2019 STATEMENT					
1	CC-169 04/08/19 DC TRIP- AIRLINE TICKETS (x14)	6,046.60				
	UNITED AIRLINES					
	CC Accounting: 115-			-710-3400-582-711		711
				115 625		
2	CC-169 04/16/10 ART SUPPLIES	20.10				
	AMAZON.COM					
	CC Accounting: 115-			-100-1000-610-137		137
				115 625		
3	CC-169 04/23/19 GRADUATION BALLOONS & FLOWERS	165.00				
	BUDGET BOUQUET & MORE					
	CC Accounting: 115-			-710-3400-610-711		711
	Total Check:	6,231.70				
-99831E	1305 BMO MASTERCARD 1649	290.12				
	T.ANDERSON PCARD TRANSACTIONS #3590 MAY 5, 2019 STATEMENT					
1	CC-170 04/09/19 MEAL- ANDERSON & GRAFEL	28.12				
	NAKED NOODLE					
	CC Accounting: 101-			-100-2400-582		
				101 625		
2	CC-170 04/12/19 PIR DAY SUPPLIES	12.00				
	CASEY'S CORNER STORE					
	CC Accounting: 115-			-100-1000-582-162		162
				115 625		
3	CC-170 04/12/19 PIR DAY STAFF MEAL	250.00				
	CHIPOLTLE					
	CC Accounting: 115-			-100-1000-582-162		162
	Total Check:	290.12				
-99830E	1305 BMO MASTERCARD 1650	542.41				
	GGS TRANSPORTATION PCARD TRANSACTIONS #7639 MAY 5, 2019 STATEMENT					
1	CC-171 04/11/19 FUEL	64.13				
	CASEY'S CORNER STORE					
	CC Accounting: 110-			-100-2700-624		
				110 625		
2	CC-171 04/11/19 FUEL	97.85				
	CASEY'S CORNER STORE					
	CC Accounting: 110-			-100-2700-624		
				110 625		
3	CC-171 04/23/19 FUEL	136.06				
	CASEY'S CORNER STORE					
	CC Accounting: 110-			-100-2700-624		
				110 625		
4	CC-171 04/23/19 FUEL	85.79				
	CASEY'S CORNER STORE					
	CC Accounting: 110-			-100-2700-624		
				110 625		
5	CC-171 05/01/19 FUEL	66.19				
	CASEY'S CORNER STORE					
	CC Accounting: 110-			-100-2700-624		
				110 625		

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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
6	CC-171 05/01/19 FUEL CASEY'S CORNER STORE	92.39		110 625		
				CC Accounting: 110-	-100-2700-624	
	Total Check:	542.41				
-99829E	1305 BMO MASTERCARD 1651	1,642.24				
	C.FISHER PCARD TRANSACTIONS #3574 MAY 5, 2019 STATEMENT					
1	CC-172 04/08/19 NO KID HUNGRY APRONS	34.80				
				CC Accounting: 115-	-910-3100-610-145	
	DYNAMIC ADVERTISING SOLUTIONS				115 625	
2	CC-172 04/19/19 MONTHLY SUBSCRIPTION SURVEY MONKEY	37.00		101 625		
				CC Accounting: 101-	-100-2300-810	
3	CC-172 05/01/19 MONTHLY SEWER SERVICE GALLATIN GATEWAY WATER & SEWER DISTRICT	893.04		101 625		
				CC Accounting: 101-	-100-2600-420	
4	CC-172 05/01/19 MONTHLY INTERNET SERVICE MONTANA OPTICOM	90.48		128 625		
				CC Accounting: 128-	-100-2300-530	
5	CC-172 05/01/19 MONTHLY INTERNET SERVICE MONTANA OPTICOM	226.20		101 625		
				CC Accounting: 101-	-100-2300-530	
6	CC-172 05/01/19 MONTHLY INTERNET SERVICE MONTANA OPTICOM	67.86		117 625		
				CC Accounting: 117-	-610-2300-530	
7	CC-172 05/01/19 MONTHLY INTERNET SERVICE MONTANA OPTICOM	67.86		110 625		
				CC Accounting: 110-	-100-2300-530	
8	MASBO SUMMER CONF.- FISHE MASBO	225.00	19106	101 100-2500		582
	Total Check:	1,642.24				
36051S	43 ALSCO-AMERICAN LINEN DIVISION 1652	411.59				
1	lb11148756 05/06/19 APRONS, TOWELS, RUGS, MOPS	93.63		101 100-2600		610
2	lb11148756 05/06/19 APRONS, TOWELS, RUGS, MOPS	12.48		110 100-2700		610
3	lb11148756 05/06/19 APRONS, TOWELS, RUGS, MOPS	49.94*		112 910-3100		610
4	LBIL148579 04/29/19 APRONS, TOWELS, RUGS, MOPS	31.89		101 100-2600		610
5	LBIL148579 04/29/19 APRONS, TOWELS, RUGS, MOPS	4.25		110 100-2700		610
6	LBIL148579 04/29/19 APRONS, TOWELS, RUGS, MOPS	17.00*		112 910-3100		610
7	LBIL148407 04/22/19 APRONS, TOWELS, RUGS, MOPS	88.96		101 100-2600		610
8	LBIL148407 04/22/19 APRONS, TOWELS, RUGS, MOPS	11.86		110 100-2700		610
9	LBIL148407 04/22/19 APRONS, TOWELS, RUGS, MOPS	47.44*		112 910-3100		610
10	LBIL148235 04/15/19 APRONS, TOWELS, RUGS, MOPS	32.49		101 100-2600		610
11	LBIL148235 04/15/19 APRONS, TOWELS, RUGS, MOPS	4.33		110 100-2700		610
12	LBIL148235 04/15/19 APRONS, TOWELS, RUGS, MOPS	17.32*		112 910-3100		610
	Total Check:	411.59				

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* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
360528	1494 BIG SKY INTERPRETING SERVICES,					
1665		45.00				
1	359 12/13/18 INTERPRETING SERVICES	45.00*		101	100-2150	330
	Total Check:	45.00				
360538	370 BOZEMAN ELITE COMMERCIAL CLEANERS					
1653		2,880.00				
1	1340 05/01/19 CUSTODIAL CLEANING SERVICES	2,246.40		101	100-2600	433
2	1340 05/01/19 CUSTODIAL CLEANING SERVICES	576.00		110	100-2600	433
3	1340 05/01/19 CUSTODIAL CLEANING SERVICES	57.60*		117	610-2600	433
	Total Check:	2,880.00				
360548	1300 BRENNER, CHERYL					
1654		55.10				
1	04/11/19 MILEAGE REIMBURSEMENT- PAPER	55.10*		101	100-2400	582
	Total Check:	55.10				
360558	1328 BRIDGER ANALYTICAL LAB, INC					
1655		28.00				
1	1905021 05/06/19 WATER TESTING	27.44*		101	100-2600	421
2	1905021 05/06/19 WATER TESTING	0.56*		117	610-2600	421
	Total Check:	28.00				
360568	1536 CENTER FOR EDUCATION AND					
1656		283.95				
1	07239406 04/30/19 SAFE SCHOOL PRACTICAL GUIDE	283.95*		101	100-2400	610
	Total Check:	283.95				
360578	228 CENTURYLINK					
1658		305.36				
1	04/04/19 PHONE- MONTHLY SERVICE	222.91*		101	100-2300	531
2	04/04/19 PHONE- MONTHLY SERVICE	76.34		110	100-2300	531
3	04/04/19 PHONE- MONTHLY SERVICE	6.11		117	610-2300	531
	Total Check:	305.36				
360588	229 CENTURYLINK					
1657		17.35				
1	1466783492 04/19/19 PHONE- LONG DISTANCE SERVI	12.66*		101	100-2300	531
2	1466783492 04/19/19 PHONE- LONG DISTANCE SERVI	4.34		110	100-2300	531
3	1466783492 04/19/19 PHONE- LONG DISTANCE SERVI	0.35		117	610-2300	531
	Total Check:	17.35				

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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
36059S	1274 COYOTE MECHANICAL, LLC					
1659		100.00				
1	2929 04/26/19 OVEN REPAIR	100.00*		112	910-3100	440
	Total Check:	100.00				
36060S	319 DAVIS, ASHLEY					
1660		21.15				
1	04/30/19 ART SUPPLIES	18.35*		115	100-1000	610 137
2	04/30/19 GRADUATION SUPPLIES	2.80*		115	710-3400	610 711
	Total Check:	21.15				
36061S	420 FOOD SERVICES OF AMERICA					
1661		4,218.75				
1	5695384 05/30/19 FOOD	606.66*		112	910-3100	630
2	5696914 04/15/19 FOOD	500.61*		112	910-3100	630
3	5698814 04/18/19 FOOD	535.32*		112	910-3100	630
4	5698814 04/18/19 SUPPLIES	108.08*		112	910-3100	610
5	5700311 04/22/19 FOOD	480.81*		112	910-3100	630
6	5702218 04/25/19 FOOD	561.79*		112	910-3100	630
7	5702218 04/25/19 SUPPLIES	115.01*		112	910-3100	610
8	5703753 04/29/19 FOOD	478.59*		112	910-3100	630
9	5705879 05/02/19 CREDIT MEMO- 5703753	-30.05*		112	910-3100	630
10	5707217 05/06/19 FOOD	836.58*		112	910-3100	630
11	5707217 05/06/19 SUPPLIES	25.35*		112	910-3100	610
	Total Check:	4,218.75				
36062S	439 GALLATIN GATEWAY SCHOOL					
1662		569.25				
1	939629 04/22/19 SBAC TESTING SNACK	85.80*		101	100-2123	610
2	939630 04/23/19 SBAC TESTING SNACK	80.85*		101	100-2123	610
3	939631 04/24/19 SBAC TESTING SNACK	80.85*		101	100-2123	610
4	939632 04/25/19 SBAC TESTING SNACK	79.20*		101	100-2123	610
5	939633 04/26/19 SBAC TESTING SNACK	28.05*		101	100-2123	610
6	939634 04/30/19 SBAC TESTING SNACK	84.15*		101	100-2123	610
7	939626 03/13/19 CRT TESTING SNACK	46.20*		101	100-2123	610
8	939625 03/12/19 CRT TESTING SNACK	46.20*		101	100-2123	610
9	939627 03/14/19 CRT TESTING SNACK	37.95*		101	100-2123	610
	Total Check:	569.25				
36063S	577 J&H INC					
1663		335.24				
1	557626 05/03/19 COPIER- OFFICE	335.24*		101	100-2300	550
1664		36.56				
1	556189 04/16/19 COPIER-BUSINESS OFFICE	36.56*		101	100-2300	550
	Total Check:	371.80				

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GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
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* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36064S	1537 MANHATTAN PLUMBING & HEATING					
	1666	2,587.25				
1	36108 04/10/19 LOWER URINAL	2,587.25*		101	100-2600	440
		Total Check:				
		2,587.25				
36065S	856 NORTHWESTERN ENERGY					
	1667	2,440.14				
1	05/03/19 ELECTRICITY	1,163.77		101	100-2600	412
2	05/03/19 ELECTRICITY	298.41		110	100-2600	412
3	05/03/19 ELECTRICITY	29.84*		117	610-2600	412
4	05/03/19 POWER-LIGHTS	118.73*		101	100-2600	410
5	05/03/19 POWER-LIGHTS	123.67		110	100-2600	410
6	05/03/19 POWER-LIGHTS	4.95*		117	610-2600	410
7	05/03/19 NATURAL GAS	686.75		101	100-2600	411
8	05/03/19 NATURAL GAS	14.02*		117	610-2600	411
		Total Check:				
		2,440.14				
36066S	901 PERSONALIZE IT					
	1668	44.40				
1	74512 04/30/19 MILLIONAIRES CLUB	44.40*		115	100-1000	610 110
	1669	25.04				
1	74260 03/29/19 CLASSROOM SIGN- 6TH REPLACEMENT	25.04		101	100-2600	610
		Total Check:				
		69.44				
36067S	1517 QUALITY FOODS DISTRIBUTING					
	1670	153.44				
1	1903034 04/08/19 FOOD- HARVEST OF THE MONTH	153.44*		112	910-3100	630
		Total Check:				
		153.44				
36068S	1403 SYSCO MONTANA, INC.					
	1671	3,063.59				
1	243237302 04/24/19 SUPPLIES- TRAYS, BOWLS, MAT	340.60*		115	910-3100	610 465
2	243217269 04/09/19 FOOD	91.32*		101	910-3100	630
3	243217269 04/09/19 FOOD	213.09*		112	910-3100	630
4	243227377 04/16/19 FOOD	299.49*		112	910-3100	630
5	243232017 04/19/19 FOOD	378.90*		112	910-3100	630
6	243236869 04/23/19 FOOD	555.99*		112	910-3100	630
7	243241512 04/26/19 FOOD	626.16*		112	910-3100	630
8	243246147 04/30/19 FOOD	558.04*		112	910-3100	630
		Total Check:				
		3,063.59				

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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
360698	1131 THE CARRIAGE HOUSE CAR WASH					
1672		16.00				
1	3755 04/30/19 BUS-CAR WASH (X1)	16.00		110	100-2700	440
	Total Check:	16.00				
360708	666 THOMAS, LORRIE					
1674		100.00				
1	04/27/19 BATERIOLOGICAL-MAY	98.00*		101	100-2600	421
2	04/27/19 BATERIOLOGICAL-MAY	2.00*		117	610-2600	421
	Total Check:	100.00				
360718	1538 WILLING WORKERS LADIES AID, INC					
1673		75.00				
1	01 04/12/19 CLEANING FEE- COMMUNITY CENTER	75.00*		115	710-3400	810 107
	Total Check:	75.00				
	# of Claims	30				
	Total:	27,449.05				

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GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 19

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	91,023.40	961,288.11	1,227,342.00	1,227,342.00	266,053.89	78 %
110 TRANSPORTATION	8,480.56	93,459.59	99,750.00	99,750.00	6,290.41	94 %
111 BUS DEPRECIATION	0.00	80,810.87	88,317.00	88,317.00	7,506.13	92 %
113 TUITION	0.00	0.00	885.00	885.00	885.00	0 %
114 RETIREMENT	14,020.60	125,559.07	174,496.00	174,496.00	48,936.93	72 %
117 ADULT EDUCATION FUND	267.51	4,343.71	19,515.00	19,515.00	15,171.29	22 %
128 TECHNOLOGY FUNDS	1,719.80	14,621.84	22,501.00	22,501.00	7,879.16	65 %
129 FLEXIBILITY FUND	0.00	0.00	10,966.00	10,966.00	10,966.00	0 %
150 DEBT SERVICE	0.00	5,832.50	116,315.00	116,315.00	110,482.50	5 %
161 BUILDING RESERVE	0.00	9,355.00	160,347.00	160,347.00	150,992.00	6 %
Grand Total:	115,511.87	1,295,270.69	1,920,434.00	1,920,434.00	625,163.31	67 %

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 5 / 19

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	365,226.49	482,519.00	482,519.00	117,292.51	75 %
117 PARAPROFESSIONALS	4,486.56	34,102.79	37,134.00	37,134.00	3,031.21	91 %
120 TEMPORARY SALARIES	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
122 SUBSTITUTE TEACHERS	1,870.00	9,010.00	0.00	0.00	-9,010.00	*** %
150 STIPEND	525.00	2,810.00	3,230.00	3,230.00	420.00	86 %
190 LEAVE - PAY	0.00	0.00	18,000.00	18,000.00	18,000.00	0 %
250 WORKERS' COMPENSATION	238.48	1,618.54	2,619.00	2,619.00	1,000.46	61 %
260 HEALTH INS	5,991.56	56,124.62	78,314.00	78,314.00	22,189.38	71 %
330 OTHER PROFESSIONAL SERVICES	0.00	4,575.00	4,025.00	4,025.00	-550.00	113 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	606.70	0.00	0.00	-606.70	*** %
540 ADVERTISING	0.00	883.43	1,000.00	1,000.00	116.57	88 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	413.95	3,500.00	3,500.00	3,086.05	11 %
610 SUPPLIES	2.00	8,095.77	17,000.00	17,000.00	8,904.23	47 %
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	4,655.97	9,000.00	9,000.00	4,344.03	51 %
682 SUPPLIES- TECHNOLOGY	0.00	1,797.96	2,000.00	2,000.00	202.04	89 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
810 DUES AND FEES	0.00	359.00	75.00	75.00	-284.00	478 %
Function Total:	53,694.32	492,609.01	680,316.00	680,316.00	187,706.99	72 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	318.24	2,902.68	5,391.00	5,391.00	2,488.32	53 %
250 WORKERS' COMPENSATION	2.05	14.09	27.00	27.00	12.91	52 %
260 HEALTH INS	0.00	60.24	201.00	201.00	140.76	29 %
540 ADVERTISING	0.00	0.00	350.00	350.00	350.00	0 %
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
Function Total:	320.29	2,977.01	6,144.00	6,144.00	3,166.99	48 %
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	3,318.96	29,870.70	39,828.00	39,828.00	9,957.30	74 %
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
250 WORKERS' COMPENSATION	16.68	111.35	200.00	200.00	88.65	55 %
260 HEALTH INS	496.40	4,520.32	6,212.00	6,212.00	1,691.68	72 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	270.00	270.00	270.00	0.00	100 %
610 SUPPLIES	0.00	739.96	250.00	250.00	-489.96	295 %
610-145 SUPPLIES	0.00	35.00	0.00	0.00	-35.00	*** %
MISC.						
Function Total:	3,832.04	35,547.33	46,890.00	46,890.00	11,342.67	75 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	85.00	650.00	650.00	565.00	13 %
610 SUPPLIES	569.25	598.95	500.00	500.00	-98.95	119 %
Function Total:	569.25	683.95	1,150.00	1,150.00	466.05	59 %

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	*** %
610 SUPPLIES	0.00	176.55	0.00	0.00	-176.55	*** %
Function Total:	0.00	523.49	1,025.00	1,025.00	501.51	51 %
2150 Speech Pathology & Audiology Services						
330 OTHER PROFESSIONAL SERVICES	45.00	292.50	0.00	0.00	-292.50	*** %
Function Total:	45.00	292.50	0.00	0.00	-292.50	*** %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	2,224.80	20,023.20	22,248.00	22,248.00	2,224.80	90 %
190 LEAVE - PAY	0.00	0.00	255.00	255.00	255.00	0 %
250 WORKERS' COMPENSATION	11.19	74.65	112.00	112.00	37.35	66 %
260 HEALTH INS	350.40	3,172.67	3,654.00	3,654.00	481.33	86 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	150.00	150.00	150.00	0 %
610 SUPPLIES	0.00	266.81	500.00	500.00	233.19	53 %
640 BOOKS	0.00	885.37	1,500.00	1,500.00	614.63	59 %
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	2,949.00	875.00	875.00	-2,074.00	337 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	2,586.39	27,371.70	29,754.00	29,754.00	2,382.30	91 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	0.00	4,898.03	6,000.00	6,000.00	1,101.97	81 %
331 PROF. SERV. AUDITOR	0.00	270.00	9,000.00	9,000.00	8,730.00	3 %
332 PROF. SERV. LEGAL	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	226.20	2,617.89	3,000.00	3,000.00	382.11	87 %
531 COMMUNICATIONS- TELEPHONE	235.57	2,353.06	1,971.00	1,971.00	-382.06	119 %
532 POSTAGE	0.00	1,206.44	1,750.00	1,750.00	543.56	68 %
540 ADVERTISING	0.00	576.35	500.00	500.00	-76.35	115 %
550 PRINTING/DUPLICATING	371.80	5,104.73	4,500.00	4,500.00	-604.73	113 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	685.00	2,000.00	2,000.00	1,315.00	34 %
610 SUPPLIES	0.00	590.69	1,000.00	1,000.00	409.31	59 %
660 MINOR EQUIPMENT	0.00	0.00	250.00	250.00	250.00	0 %
680 COMPUTER SOFTWARE	0.00	506.02	0.00	0.00	-506.02	*** %
810 DUES AND FEES	37.00	4,746.45	6,500.00	6,500.00	1,753.55	73 %
Function Total:	870.57	23,554.66	38,471.00	38,471.00	14,916.34	61 %
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	5,614.23	53,948.46	58,001.00	58,001.00	4,052.54	93 %
115 OFFICE/CLERICAL SALARY	2,707.31	30,166.40	32,543.00	32,543.00	2,376.60	92 %
125 SUBSTITUTE- OFFICE/CLERICAL	209.40	1,394.40	1,445.00	1,445.00	50.60	96 %
190 LEAVE - PAY	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
250 WORKERS' COMPENSATION	42.49	338.66	461.00	461.00	122.34	73 %
260 HEALTH INS	852.01	9,684.75	11,195.00	11,195.00	1,510.25	86 %

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100 ELEMENTARY						
100 ELEMENTARY						
2400 SCHOOL ADMINISTRATION						
340 TECHNICAL SERVICES	0.00	1,275.00	1,775.00	1,775.00	500.00	71 %
532 POSTAGE	0.00	179.99	0.00	0.00	-179.99	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	83.22	2,994.04	2,500.00	2,500.00	-494.04	119 %
610 SUPPLIES	283.95	589.06	250.00	250.00	-339.06	235 %
680 COMPUTER SOFTWARE	0.00	1,743.35	0.00	0.00	-1,743.35	*** %
780 MAJOR TECHNOLOGY HARDWARE	0.00	1,300.14	750.00	750.00	-550.14	173 %
810 DUES AND FEES	0.00	575.00	525.00	525.00	-50.00	109 %
Function Total:	9,792.61	104,189.25	113,445.00	113,445.00	9,255.75	91 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,664.24	39,340.05	43,480.00	43,480.00	4,139.95	90 %
190 LEAVE - PAY	0.00	0.00	8,961.00	8,961.00	8,961.00	0 %
250 WORKERS' COMPENSATION	17.53	150.31	208.00	208.00	57.69	72 %
260 HEALTH INS	0.00	796.88	1,912.00	1,912.00	1,115.12	41 %
330 OTHER PROFESSIONAL SERVICES	0.00	1,900.00	3,500.00	3,500.00	1,600.00	54 %
340 TECHNICAL SERVICES	0.00	450.00	0.00	0.00	-450.00	*** %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	0.00	243.84	360.00	360.00	116.16	67 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	663.92	1,500.00	1,500.00	836.08	44 %
610 SUPPLIES	0.00	109.99	250.00	250.00	140.01	43 %
680 COMPUTER SOFTWARE	0.00	9,540.27	7,000.00	7,000.00	-2,540.27	136 %
682 SUPPLIES- TECHNOLOGY	0.00	149.99	0.00	0.00	-149.99	*** %
810 DUES AND FEES	0.00	283.21	700.00	700.00	416.79	40 %
Function Total:	3,681.77	53,628.46	67,921.00	67,921.00	14,292.54	78 %
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	118.73	1,131.09	1,050.00	1,050.00	-81.09	107 %
411 NATURAL GAS	686.75	11,153.94	11,550.00	11,550.00	396.06	96 %
412 ELECTRICITY	1,163.77	11,466.44	15,225.00	15,225.00	3,758.56	75 %
420 OTHER UTILITY SERVICES- SEWER	893.04	9,823.44	10,716.00	10,716.00	892.56	91 %
421 WATER TESTS	125.44	2,183.08	1,800.00	1,800.00	-383.08	121 %
431 DISPOSAL SERVICE	0.00	6,510.41	6,019.00	6,019.00	-491.41	108 %
433 CUSTODIAL SERVICES	2,246.40	24,710.40	26,957.00	26,957.00	2,246.60	91 %
440 REPAIR AND MAINTENANCE SERVICE	2,587.25	23,886.34	15,001.00	15,001.00	-8,885.34	159 %
520 INSURANCE	0.00	13,880.10	13,487.00	13,487.00	-393.10	102 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	30.00	0.00	0.00	-30.00	*** %
610 SUPPLIES	272.01	4,771.27	5,200.00	5,200.00	428.73	91 %
810 DUES AND FEES	0.00	704.00	1,500.00	1,500.00	796.00	46 %
Function Total:	8,093.39	113,874.63	113,570.00	113,570.00	-304.63	100 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	6,640.00	4,000.00	4,000.00	-2,640.00	166 %
Function Total:	0.00	6,640.00	4,000.00	4,000.00	-2,640.00	166 %

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100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
440 REPAIR AND MAINTENANCE SERVICE	0.00	128.45	0.00	0.00	-128.45	*** %
Function Total:	0.00	128.45	0.00	0.00	-128.45	*** %
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:	83,485.63	862,050.93	1,103,311.00	1,103,311.00	241,260.07	78 %
Program Group Total:	83,485.63	862,050.93	1,103,311.00	1,103,311.00	241,260.07	78 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	2,892.33	26,030.97	34,708.00	34,708.00	8,677.03	75 %
117 PARAPROFESSIONALS	2,254.00	16,584.75	24,266.00	24,266.00	7,681.25	68 %
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	25.85	158.17	296.00	296.00	137.83	53 %
260 HEALTH INS	584.00	5,844.87	9,433.00	9,433.00	3,588.13	61 %
540 ADVERTISING	0.00	426.78	0.00	0.00	-426.78	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	73.83	350.00	350.00	276.17	21 %
640 BOOKS	0.00	476.36	0.00	0.00	-476.36	*** %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	150.00	150.00	150.00	0 %
Function Total:	5,756.18	49,595.73	70,673.00	70,673.00	21,077.27	70 %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
119 OTHER SUPERVISORY SALARIES	251.39	2,415.66	2,597.00	2,597.00	181.34	93 %
250 WORKERS' COMPENSATION	1.27	9.64	13.00	13.00	3.36	74 %
260 HEALTH INS	14.70	179.55	228.00	228.00	48.45	78 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	50.00	50.00	50.00	0 %
Function Total:	267.36	2,604.85	2,888.00	2,888.00	283.15	90 %
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:	6,023.54	52,200.58	76,228.00	76,228.00	24,027.42	68 %
Program Group Total:	6,023.54	52,200.58	76,228.00	76,228.00	24,027.42	68 %
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 %

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300						
365 INDIAN EDUCATION						
2225 LIBRARY SERVICES						
640 BOOKS	0.00	141.50	500.00	500.00	358.50	28 %
680 COMPUTER SOFTWARE	0.00	184.00	0.00	0.00	-184.00	*** %
Function Total:	0.00	325.50	500.00	500.00	174.50	65 %
Program Total:	0.00	1,270.50	3,200.00	3,200.00	1,929.50	39 %
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	4,604.30	6,500.00	6,500.00	1,895.70	70 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	3,675.00	2,725.00	2,725.00	-950.00	134 %
250 WORKERS' COMPENSATION	0.00	18.46	14.00	14.00	-4.46	131 %
260 HEALTH INS	0.00	207.57	247.00	247.00	39.43	84 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	0.00	3,901.03	5,986.00	5,986.00	2,084.97	65 %
Program Total:	0.00	3,901.03	5,986.00	5,986.00	2,084.97	65 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	200.46	2,580.24	2,991.00	2,991.00	410.76	86 %
150 STIPEND	900.00	9,110.00	10,810.00	10,810.00	1,700.00	84 %
250 WORKERS' COMPENSATION	5.54	43.36	69.00	69.00	25.64	62 %
260 HEALTH INS	49.56	160.94	0.00	0.00	-160.94	*** %
540 ADVERTISING	0.00	469.44	0.00	0.00	-469.44	*** %
Function Total:	1,155.56	12,363.98	13,870.00	13,870.00	1,506.02	89 %
Program Total:	1,155.56	12,363.98	13,870.00	13,870.00	1,506.02	89 %
Program Group Total:	1,155.56	16,265.01	19,856.00	19,856.00	3,590.99	81 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	8,171.23	11,062.00	11,062.00	2,890.77	73 %
119 OTHER SUPERVISORY SALARIES	251.38	2,415.64	2,597.00	2,597.00	181.36	93 %
126 SUBSTITUTE COOKS	0.00	100.60	288.00	288.00	187.40	34 %
250 WORKERS' COMPENSATION	1.27	341.19	789.00	789.00	447.81	43 %
260 HEALTH INS	14.70	562.04	1,503.00	1,503.00	940.96	37 %
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	91.32	14,048.78	4,484.00	4,484.00	-9,564.78	313 %
810 DUES AND FEES	0.00	160.72	0.00	0.00	-160.72	*** %
Function Total:	358.67	26,167.29	21,447.00	21,447.00	-4,720.29	122 %
Program Total:	358.67	26,167.29	21,447.00	21,447.00	-4,720.29	122 %
Program Group Total:	358.67	26,167.29	21,447.00	21,447.00	-4,720.29	122 %

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Fund Total:	91,023.40	961,288.11	1,227,342.00	1,227,342.00	266,053.89	78 %

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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	67.86	785.36	1,955.00	1,955.00	1,169.64	40 %
531 COMMUNICATIONS- TELEPHONE	80.68	805.89	1,200.00	1,200.00	394.11	67 %
680 COMPUTER SOFTWARE	0.00	45.00	0.00	0.00	-45.00	*** %
Function Total:	148.54	1,636.25	3,155.00	3,155.00	1,518.75	51 %
2400 SCHOOL ADMINISTRATION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	40.25	0.00	0.00	-40.25	*** %
Function Total:	0.00	40.25	0.00	0.00	-40.25	*** %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,221.41	13,113.37	14,493.00	14,493.00	1,379.63	90 %
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
250 WORKERS' COMPENSATION	5.84	50.11	69.00	69.00	18.89	72 %
260 HEALTH INS	0.00	265.62	638.00	638.00	372.38	41 %
Function Total:	1,227.25	13,429.10	16,200.00	16,200.00	2,770.90	82 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	123.67	1,178.21	1,215.00	1,215.00	36.79	96 %
412 ELECTRICITY	298.41	2,940.11	3,075.00	3,075.00	134.89	95 %
431 DISPOSAL SERVICE	0.00	739.81	700.00	700.00	-39.81	105 %
433 CUSTODIAL SERVICES	576.00	6,336.00	6,912.00	6,912.00	576.00	91 %
Function Total:	998.08	11,194.13	11,902.00	11,902.00	707.87	94 %
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	369.17	4,113.60	4,438.00	4,438.00	324.40	92 %
118 BUS DRIVERS	2,635.48	20,343.83	13,261.00	13,261.00	-7,082.83	153 %
119 OTHER SUPERVISORY SALARIES	2,094.86	20,130.06	21,642.00	21,642.00	1,511.94	93 %
125 SUBSTITUTE- OFFICE/CLERICAL	28.56	126.06	115.00	115.00	-11.06	109 %
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	194.70	1,116.10	965.00	965.00	-151.10	115 %
260 HEALTH INS	192.59	2,695.13	3,401.00	3,401.00	705.87	79 %
330 OTHER PROFESSIONAL SERVICES	0.00	140.00	650.00	650.00	510.00	21 %
440 REPAIR AND MAINTENANCE SERVICE	16.00	2,742.39	6,000.00	6,000.00	3,257.61	45 %
520 INSURANCE	0.00	6,406.20	6,406.00	6,406.00	-0.20	100 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	77.25	250.00	250.00	172.75	30 %
610 SUPPLIES	32.92	383.37	750.00	750.00	366.63	51 %
624 FUEL	542.41	4,704.33	4,450.00	4,450.00	-254.33	105 %
660 MINOR EQUIPMENT	0.00	0.00	700.00	700.00	700.00	0 %
810 DUES AND FEES	0.00	100.00	150.00	150.00	50.00	66 %
Function Total:	6,106.69	63,078.32	65,338.00	65,338.00	2,259.68	96 %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	0.00	2,718.34	0.00	0.00	-2,718.34	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	355.00	355.00	355.00	0 %
610 SUPPLIES	0.00	1,363.20	600.00	600.00	-763.20	227 %
Function Total:	0.00	4,081.54	955.00	955.00	-3,126.54	427 %
Program Total:	8,480.56	93,459.59	99,750.00	99,750.00	6,290.41	93 %
Program Group Total:	8,480.56	93,459.59	99,750.00	99,750.00	6,290.41	93 %

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110 TRANSPORTATION

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Fund Total:	8,480.56	93,459.59	99,750.00	99,750.00	6,290.41	93 %

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111 BUS DEPRECIATION

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

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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 %

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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	3,455.47	29,906.80	42,000.00	42,000.00	12,093.20	71 %
220 TRS	4,114.96	36,274.20	45,524.00	45,524.00	9,249.80	79 %
240 UNEMPLOYMENT	227.42	1,972.32	2,502.00	2,502.00	529.68	78 %
Function Total:	7,797.85	68,153.32	90,026.00	90,026.00	21,872.68	75 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	31.22	301.13	412.00	412.00	110.87	73 %
220 TRS	28.55	260.38	0.00	0.00	-260.38	*** %
240 UNEMPLOYMENT	1.96	18.90	26.00	26.00	7.10	72 %
Function Total:	61.73	580.41	438.00	438.00	-142.41	132 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	231.73	2,086.02	3,047.00	3,047.00	960.98	68 %
220 TRS	297.71	2,679.41	3,573.00	3,573.00	893.59	74 %
240 UNEMPLOYMENT	15.93	143.36	191.00	191.00	47.64	75 %
Function Total:	545.37	4,908.79	6,811.00	6,811.00	1,902.21	72 %
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	146.30	1,318.38	2,000.00	2,000.00	681.62	65 %
220 TRS	199.56	1,796.09	1,850.00	1,850.00	53.91	97 %
240 UNEMPLOYMENT	10.67	96.11	109.00	109.00	12.89	88 %
Function Total:	356.53	3,210.58	3,959.00	3,959.00	748.42	81 %
2400 SCHOOL ADMINISTRATION						
210 SOCIAL SECURITY AND MEDICARE	635.54	6,494.64	6,933.00	6,933.00	438.36	93 %
220 TRS	433.57	4,769.17	5,203.00	5,203.00	433.83	91 %
230 PERS	224.71	2,558.96	2,771.00	2,771.00	212.04	92 %
240 UNEMPLOYMENT	39.97	409.25	441.00	441.00	31.75	92 %
Function Total:	1,333.79	14,232.02	15,348.00	15,348.00	1,115.98	92 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	373.75	4,012.68	4,435.00	4,435.00	422.32	90 %
230 PERS	405.51	4,353.64	4,812.00	4,812.00	458.36	90 %
240 UNEMPLOYMENT	23.45	251.78	278.00	278.00	26.22	90 %
Function Total:	802.71	8,618.10	9,525.00	9,525.00	906.90	90 %
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	79.80	718.23	3,500.00	3,500.00	2,781.77	20 %
220 TRS	98.96	890.58	2,500.00	2,500.00	1,609.42	35 %
240 UNEMPLOYMENT	5.30	47.68	64.00	64.00	16.32	74 %
Function Total:	184.06	1,656.49	6,064.00	6,064.00	4,407.51	27 %
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	410.13	3,516.31	5,000.00	5,000.00	1,483.69	70 %
220 TRS	161.77	1,779.51	2,800.00	2,800.00	1,020.49	63 %
230 PERS	156.02	1,373.08	500.00	500.00	-873.08	274 %
240 UNEMPLOYMENT	25.73	220.94	200.00	200.00	-20.94	110 %
Function Total:	753.65	6,889.84	8,500.00	8,500.00	1,610.16	81 %
Program Total:	11,835.69	108,542.72	145,023.00	145,023.00	36,480.28	74 %
Program Group Total:	11,835.69	108,542.72	145,023.00	145,023.00	36,480.28	74 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	380.79	3,144.19	6,500.00	6,500.00	3,355.81	48 %
220 TRS	461.63	3,822.67	6,500.00	6,500.00	2,677.33	58 %
240 UNEMPLOYMENT	24.70	204.51	283.00	283.00	78.49	72 %
Function Total:	867.12	7,171.37	13,283.00	13,283.00	6,111.63	53 %
2490 SCHOOL ADMIN SUPPORT SERVICES- SPEC ED DIRECTOR						
210 SOCIAL SECURITY AND MEDICARE	19.24	184.55	197.00	197.00	12.45	93 %
220 TRS	19.41	213.52	233.00	233.00	19.48	91 %
240 UNEMPLOYMENT	1.20	11.59	12.00	12.00	0.41	96 %
Function Total:	39.85	409.66	442.00	442.00	32.34	92 %
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:	906.97	7,581.03	18,525.00	18,525.00	10,943.97	40 %
Program Group Total:	906.97	7,581.03	18,525.00	18,525.00	10,943.97	40 %
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	6.40	79.09	300.00	300.00	220.91	26 %
220 TRS	6.47	71.19	100.00	100.00	28.81	71 %
240 UNEMPLOYMENT	0.40	4.98	30.00	30.00	25.02	16 %
Function Total:	13.27	155.26	430.00	430.00	274.74	36 %
Program Total:	13.27	155.26	430.00	430.00	274.74	36 %
Program Group Total:	13.27	155.26	430.00	430.00	274.74	36 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	279.42	300.00	300.00	20.58	93 %
240 UNEMPLOYMENT	0.00	17.64	30.00	30.00	12.36	58 %
Function Total:	0.00	297.06	330.00	330.00	32.94	90 %
Program Total:	0.00	297.06	330.00	330.00	32.94	90 %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	82.65	885.20	1,049.00	1,049.00	163.80	84 %
220 TRS	6.47	71.19	100.00	100.00	28.81	71 %
240 UNEMPLOYMENT	5.28	56.13	75.00	75.00	18.87	74 %
Function Total:	94.40	1,012.52	1,224.00	1,224.00	211.48	82 %
Program Total:	94.40	1,012.52	1,224.00	1,224.00	211.48	82 %

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114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Program Group Total:	94.40	1,309.58	1,554.00	1,554.00	244.42	84 %
800						
840 AFTERSCHOOL PROGRAM						
3300 COMMUNITY SERVICES- AFTERSCHOOL PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	153.84	582.25	0.00	0.00	-582.25	*** %
220 TRS	194.70	754.24	0.00	0.00	-754.24	*** %
240 UNEMPLOYMENT	6.44	24.24	0.00	0.00	-24.24	*** %
250 WORKERS' COMPENSATION	3.98	16.12	0.00	0.00	-16.12	*** %
Function Total:	358.96	1,376.85	0.00	0.00	-1,376.85	*** %
Program Total:	358.96	1,376.85	0.00	0.00	-1,376.85	*** %
Program Group Total:	358.96	1,376.85	0.00	0.00	-1,376.85	*** %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	378.26	3,087.66	4,000.00	4,000.00	912.34	77 %
220 TRS	24.64	218.75	350.00	350.00	131.25	62 %
230 PERS	384.68	3,093.49	4,300.00	4,300.00	1,206.51	71 %
240 UNEMPLOYMENT	23.73	193.73	314.00	314.00	120.27	61 %
Function Total:	811.31	6,593.63	8,964.00	8,964.00	2,370.37	73 %
Program Total:	811.31	6,593.63	8,964.00	8,964.00	2,370.37	73 %
Program Group Total:	811.31	6,593.63	8,964.00	8,964.00	2,370.37	73 %
Fund Total:	14,020.60	125,559.07	174,496.00	174,496.00	48,936.93	71 %

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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	83.79	805.21	3,500.00	3,500.00	2,694.79	23 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	0.00	230.00	2,800.00	2,800.00	2,570.00	8 %
250 WORKERS' COMPENSATION	0.43	4.40	50.00	50.00	45.60	8 %
260 HEALTH INS	0.00	6.23	0.00	0.00	-6.23	*** %
610 SUPPLIES	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
660 MINOR EQUIPMENT	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	6,299.00	6,299.00	6,299.00	0 %
Function Total:	84.22	1,045.84	17,349.00	17,349.00	16,303.16	6 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	67.86	785.36	1,966.00	1,966.00	1,180.64	39 %
531 COMMUNICATIONS- TELEPHONE	6.46	64.47	200.00	200.00	135.53	32 %
Function Total:	74.32	849.83	2,166.00	2,166.00	1,316.17	39 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	4.95	66.17	0.00	0.00	-66.17	*** %
411 NATURAL GAS	14.02	208.61	0.00	0.00	-208.61	*** %
412 ELECTRICITY	29.84	294.00	0.00	0.00	-294.00	*** %
421 WATER TESTS	2.56	29.92	0.00	0.00	-29.92	*** %
431 DISPOSAL SERVICE	0.00	148.04	0.00	0.00	-148.04	*** %
433 CUSTODIAL SERVICES	57.60	633.60	0.00	0.00	-633.60	*** %
520 INSURANCE	0.00	1,067.70	0.00	0.00	-1,067.70	*** %
Function Total:	108.97	2,448.04	0.00	0.00	-2,448.04	*** %
Program Total:	267.51	4,343.71	19,515.00	19,515.00	15,171.29	22 %
Program Group Total:	267.51	4,343.71	19,515.00	19,515.00	15,171.29	22 %
Fund Total:	267.51	4,343.71	19,515.00	19,515.00	15,171.29	22 %

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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	919.92	1,351.00	1,351.00	431.08	68 %
682 SUPPLIES- TECHNOLOGY	403.84	435.38	200.00	200.00	-235.38	217 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	2,576.00	2,576.00	2,576.00	0 %
Function Total:	403.84	1,355.30	5,127.00	5,127.00	3,771.70	26 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	90.48	1,047.16	2,606.00	2,606.00	1,558.84	40 %
680 COMPUTER SOFTWARE	0.00	1,188.00	0.00	0.00	-1,188.00	*** %
Function Total:	90.48	2,235.16	2,606.00	2,606.00	370.84	85 %
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	1,103.14	9,928.19	13,238.00	13,238.00	3,309.81	74 %
250 WORKERS' COMPENSATION	5.54	36.99	66.00	66.00	29.01	56 %
260 HEALTH INS	116.80	1,066.20	1,464.00	1,464.00	397.80	72 %
Function Total:	1,225.48	11,031.38	14,768.00	14,768.00	3,736.62	74 %
Program Total:	1,719.80	14,621.84	22,501.00	22,501.00	7,879.16	64 %
Program Group Total:	1,719.80	14,621.84	22,501.00	22,501.00	7,879.16	64 %
Fund Total:	1,719.80	14,621.84	22,501.00	22,501.00	7,879.16	64 %

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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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150 DEBT SERVICE

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

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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 %
440-613 REPAIR AND MAINTENANCE SERVICE	0.00	1,430.00	0.00	0.00	-1,430.00	*** %
BUILDING RESERVE- PERMISSIVE LEVY						
440-906 REPAIR AND MAINTENANCE SERVICE	0.00	7,925.00	0.00	0.00	-7,925.00	*** %
BUILDING RESERVE- VOTED						
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:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Program Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Program Group Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Fund Total:	0.00	9,355.00	160,347.00	160,347.00	150,992.00	5 %
Grand Total:	115,511.87	1,295,270.69	1,920,434.00	1,920,434.00	625,163.31	67 %

9-0400.30 GRANT / PROJECT RECAP WORKSHEET

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

Gallatin Gateway
 35
 0364
 March-19

Treasurer's Balance	47314.26
Fund 15 Balance	50246.02
Difference	-2931.76 *due to error at county level for deposit of revenue

Project Reporter	Title of Program (enter here)	Beginning Cash	Total Receipts	Total Disbursements	Ending Cash Balance	Reconciliation	Notes RE reconciliation:
100	PD Scholarship	\$0.00			0.00		
101	Fuel it Up 60 Equipment Grant	\$0.00			0.00		
102	Donation- Christmas Giving	\$64.23			64.23		
103	Breakfast Expansion- YC	\$273.83			273.83		
104	Breakfast Expansion- No Kid Hungry	\$0.00			0.00		
105	1st Grade Blessing Bags	\$7.96			7.96		
107	Missoula Children's Theater	\$550.00	\$ 370.00	250.00	670.00		
110	Medicaid- MAC Reimbursement	\$7,740.46	\$ 2,320.55	457.00	9,604.01		
112	Snack Cart	\$3,091.67			3,091.67		
115	Exxon Mobile Grant	\$1,500.00			1,500.00		
116	Salesville Merchandise- School Store	\$583.67			583.67		
130	Textbook Donations	\$603.55	\$ 500.00		1,103.55		
137	Art	\$1,986.83			1,986.83		
144	Gym Renovation	\$250.00			250.00		
145	Miscellaneous	\$5,213.83	\$ (62.58)		5,151.25		
147	Archery	\$0.00			0.00		
148	Green House	\$215.13			215.13		
149	Facility Rental	\$360.00			360.00		
151	PIE	\$0.00			0.00		
152	Madeline Grant	\$0.00			0.00		
153	One Class at a Time- HOLT	\$0.00			0.00		
155	Asthma Grant	\$367.23			367.23		
156	One Class at a Time- MATTHEWS	\$24.00			24.00		
157	One Class at a Time- RUBIO	\$11.86			11.86		
158	One Class at a Time- KROB	\$0.00			0.00		
159	Once Class at a Time- ALIX DAVIS	\$188.10			188.10		
160	Library	\$4,584.46	\$ 66.21		4,650.67		
162	FSA Excess Funds	\$16,734.83		3,633.85	13,100.98		
165	Mentor Program	\$0.00			0.00		
166	Primary Care Clinic- Nurse	-\$38.41		621.39	-659.80		
167	Math/Science Donation	\$1,000.00			1,000.00		
168	Kindergarten Donation	\$50.00			50.00		
169	Pcard Rebate	\$2,373.24			2,373.24		
170	Technology Donations	\$206.47			206.47		
171	MEEA Grant- DAVIS	\$89.45			89.45		
172	Madeline Mueller- School Culture	\$1,459.67			1,459.67		
193	Music	\$0.00			0.00		
194	Music-Band	\$3,454.60			3,454.60		
195	Book Fair	\$2,378.64		2,238.72	139.92		
200	STREAM- Math Grant (yager)	\$0.00			0.00		
201	Counseling Donations	\$600.00			600.00		
202	LATER GATORS- after school program	\$12,406.09	\$ 95.00	1,701.49	10,799.60		
212	OPI Kitchen	\$0.00			0.00		
329	State Grant	\$0.00			0.00		
412	TitleVI, REAP	\$0.00			0.00		
413	REAP (FY17)	\$0.00			0.00		
420	Title I, Part A	\$0.00			0.00		
421	Title I (FY17)	\$558.24			558.24		
422	REAP (FY16)	\$0.00			0.00		
423	Title I (FY18)	\$2.27			2.27		
424	REAP (FY18)	\$92.89			92.89		
425	Title 1 (FY19)	-\$11,152.49	\$ 11,152.00	2,376.21	-2,376.70		
426	REAP (FY19)	\$0.00		667.62	-667.62		
456	CoOp Excess Funds	\$0.00			0.00		
465	Smarter Lunchroom Grant	\$500.00			500.00		
650	Adult Education	\$508.43			508.43		
710	Field Trips	-\$36,296.05	\$ 25,519.44	103.00	-10,879.61		
711	DC Field Trip	-\$1,024.66		-814.66	-210.00		
	TOTALS	\$21,520.02	\$ 39,960.62	11,234.62	50,246.02		50,246.02



GALLATIN GATEWAY SCHOOL

TO: Gallatin Gateway School Board of Trustees

FROM: Carrie Fisher, Business Manager/Clerk

DATE: May 6, 2019

RE: Cash Reconciliation as of March 31, 2019

County Treasurer Cash vs Book Cash AS OF March 31, 2019

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$129,911.66	\$129,911.66	\$0.00
Transportation	110	\$1,200.85	\$1,200.85	\$0.00
Bus Depreciation	111	\$77,773.18	\$77,773.18	\$0.00
Food	112	\$15,115.58	\$15,601.58	-\$486.00 ***
Tuition	113	\$880.68	\$880.68	\$0.00
Retirement	114	\$63,974.01	\$63,974.01	\$0.00
Miscellaneous	115	\$47,314.26	\$50,246.02	-\$2,931.76 **
Adult Education	117	\$16,083.33	\$16,083.33	\$0.00
Compensated Absences	121	\$10,155.21	\$10,155.21	\$0.00
Technology	128	\$3,636.82	\$3,636.82	\$0.00
Flexibility	129	\$10,988.88	\$10,988.88	\$0.00
Debt Service	150	\$64,157.48	\$64,157.48	\$0.00
Building	160	\$2,091.27	\$2,091.27	\$0.00
Building Reserve	161	\$126,529.21	\$126,529.21	\$0.00
Endowment	181	\$1,475.54	\$1,475.54	\$0.00
Payroll Clearing	186	\$1,185.94	\$1,185.94 *	\$0.00
Claims Clearing	187	\$6,812.67	\$6,812.67 *	\$0.00
Total		\$579,286.57	\$582,704.33	-\$3,417.76

* Equals Outstanding Warrants.

**incorrect coding of revenue sent to county by GGS District Clerk

*** error @ County level-- coded GGS revenue to incorrect school district- will be corrected in April

7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 30-Apr-19

From:

General Fund	7790	101	-000-00-61-00-855	
Transportation Fund	7790	110	-000-00-61-00-855	
Bus Depreciation	7790	111	-000-00-61-00-855	
Food Services Fund	7790	112	-000-00-61-00-855	
Tuition Fund	7790	113	-000-00-61-00-855	
Retirement Fund	7790	114	-000-00-61-00-855	
Misc/Federal Fund	7790	115	-000-00-61-00-855	\$486.00
Technology Fund	7790	128	-000-00-61-00-855	
Debt Service	7790	150	-000-00-61-00-855	
Building Fund	7790	160	-000-00-61-00-855	
Building Reserve Fund	7790	161	-000-00-61-00-855	
Endowment Fund	7790	181	-000-00-61-00-855	
Student Activity Fund	7790	184	-000-00-61-00-855	
Claims Clearing	7790	187	-000-00-61-00-855	
		Total		\$486.00

To:

General Fund	7790	101	-000-00-53-00	
Transportation Fund	7790	110	-000-00-53-00	
Bus Depreciation	7790	111	-000-00-53-00	
Food Services Fund	7790	112	-000-00-53-00	\$486.00
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	
Misc/Federal Fund	7790	115	-000-00-53-00	
Compensated Absences Liability Fund	7790	121	-000-00-53-00	
Technology Fund	7790	128	-000-00-53-00	
Debt Service	7790	150	-000-00-53-00	
Building Fund	7790	160	-000-00-53-00	
Building Reserve Fund	7790	161	-000-00-53-00	
Endowment Fund	7790	181	-000-00-53-00	
Student Activity Fund	7790	184	-000-00-53-00	
Claims Clearing	7790	187	-000-00-53-00	
		Total		\$486.00

May/June - as of May 10, 2019
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel
Gary Jones

Kitchen/Food Service

Stacy Webb (Roscoe)
Connie Evenson
Jeff Krogstad

Teachers/Aides/Other

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

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

Office/Clerical

Connie Evenson

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

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1120

BOARD OF TRUSTEES

Revised on: 08/19/13, 6/26/17

Annual Organization Meeting

After issuance of election certificates to newly elected trustees, but no later than 15 days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson
2. Swearing in of newly elected trustees
3. Call for nominations for Chairperson to serve during the ensuing year
4. Election of a Chairperson
5. Assumption of office by the new Chairperson
6. Call for nominations for Vice Chairperson to serve during the ensuing year
7. Election of Vice Chairperson
8. Appointment of a Clerk

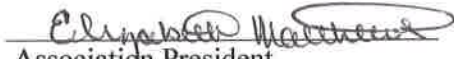
Legal References:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322(a), MCA	Meetings and quorum
	§ 1-5-416(1)(b), MCA	Powers and duties of Notary Public

MEMORANDUM OF UNDERSTANDING


Gallatin Gateway School District #35 ("the District"), the Gallatin Gateway Education Association ("the Unit"), collectively referred to as "the Parties" agree to the following Memorandum of Understanding (hereafter referred to as "the Memorandum") with regard to certified severance procedures.

1. The Parties agree that the District may offer a one-time Early Retirement Incentive to any member of the Unit who has completed or will have completed at least twenty-five (25) years of service to the District by the conclusion of the 2018-2019 school year and submits a letter of resignation to the Board of Trustees prior to May 29th, 2019.
2. The Parties agree that all other provisions of the Master Agreement remain in effect and shall govern relationship between the Parties.
3. The Parties agree that the provisions of this Memorandum reflect the unique circumstances facing the Parties and does not constitute an amendment to the Master Agreement or an established practice that may be later relied upon by either Party.
5. The Memorandum shall be governed and interpreted according to and governed by the Master Agreement and the laws of the State of Montana.
6. The Parties declare that no promise, inducement or agreement not contained in the Memorandum has been made to them or to any of them. The Memorandum contains the entire agreement between the parties. The Parties understand and acknowledge that the terms and conditions of the Agreement are continuing and contractual and not a mere recital.

Signed:


Association President

5/7/2019
Date


Gallatin Gateway School District #35
Board of Trustees
Chair

5/7/2019
Date

Attest:


School District Clerk

5/7/19
Date

Agenda Item: Preliminary Budget Discussion

as of May 10, 2019

Total General Fund Budget allowable for 2019-2020: \$1,288,173.81

On April 1, 2019 a special meeting was held as a budget work session for the 2019-2020 general fund line-item budget. The line-item budget developed during that meeting is included in the packet.

This line-item budget includes and/or assumes the following:

- Assumes all current employees return for the 19-20 school year
- Includes the anticipated steps/lanes for certified staff
- Includes the 2% negotiated salary increase for certified staff and Superintendent
- Assumes the Board provides the classified staff a 2% increase similar to the certified.
- Assumes the District is adding a 1.0 FTE for 7th Grade (0.5 FTE) & Student Support Specialist (0.5 FTE)
- Assumes the maximum starting salary on the matrix for the additional 1.0 FTE
- Assumes the District will increase Athletic Director salary to \$5000/year
- Utilities increase by 5%
- Assumes the District will approve the Audit Contract for \$7,000 + \$2200 for GASB reporting
- Assumes the District chooses MSGIA for Property & Liability Insurance \$15,394 (65% from General Fund)
- Black Mountain Software renewal fees are finalized
- Custodial Services increase due to going out to bid this year \$3700/month (75% from General Fund)

Items we are still waiting for final figures for:

- School funding-- still some funding hung up in legislative session (HB 2)
- Unanticipated Enrollment Increase Application determination

Other budget priorities not included in the current line-item budget:

- Reorganizing the administrator position (split- principal and superintendent)
- Additional Paraprofessional FTE
- After school program funding from general fund
- Additional professional development for current and new programs



PRELIMINARY BUDGET DATA SHEET

FY 2019-2020

Legislative Revision

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

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

1. <u>Certified ANB</u>		FY 2019-2020			3 Year Avg ANB		
*Budget Unit	ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement	
E1	GALLATIN GATEWAY K-6	136	52,579.00	763,028.00 +	133	52,579.00	746,236.40
M1	GALLATIN GATEWAY 7-8	34	105,160.00	244,553.50 +	30	105,160.00	215,812.50
<hr/>							
2.	* Direct State Aid						520,898.26
3.	Quality Educator						45,371.85
4.	At Risk Student						2,879.24
5.	* Indian Education For All						3,733.20
6.	American Indian Achievement Gap						648.00
7.	* Data For Achievement						3,575.10
8.	Special Education Funding (FY 2019-2020):						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	Special Education Block Grant Eligibility Status						Yes
	Special Education Block Grant Rates Per Current ANB						
	Instructional Block Grant Rate [IBG]						151.53
	Related Services Block Grant Rate [RSBG]						50.51
	Threshold to Determine Disproportionate Costs						2.3805273454
	Special Education Allowable Cost Payments						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						25,760.10
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						3,850.78
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						29,610.88
	Prorated Cooperative Cost Payments (Members of Cooperatives Only)						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						8,586.70
	Required Local Match						
* f(i).	District's Required Match for IBG [8a X 0.33]						8,500.83
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						2,833.61
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						11,334.44
	Minimum Special Education Budget to Avoid Reversions						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						37,094.54



PRELIMINARY BUDGET DATA SHEET

FY 2019-2020

Legislative Revision

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

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

I. STATEWIDE GTB RATIO:	Elementary	High School
a. Statewide Taxable Valuation (Tax Year 2018)***	2,837,374,527	2,849,863,554
b. FY 2018-2019 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	250,446,582.96	130,163,182.86
c. GTB Ratio: [(a) Divided by (b)] x 224%	25.49	49.04

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

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

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

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

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

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

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES	FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
INSTRUCTION - 1000							
101.4.100.1000.112 CERTIFIED SALARIES	\$ 499,730.12	\$ 477,668.00	\$ 469,673.00	\$ 463,847.00	\$ 482,519.00	\$ 553,167.00	\$ 70,648.00
101.4.100.1000.117 PARAPROFESSIONALS	\$ -	\$ -	\$ 9,720.00	\$ 43,721.00	\$ 37,134.00	\$ 50,260.00	\$ 13,126.00
101.4.100.1000.122 SUBSTITUTE TEACHERS	\$ 10,000.00	\$ 29,219.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
101.4.100.1000.150 STIPEND- MENTOR PROGRAM	\$ -	\$ -	\$ 1,200.00	\$ 2,805.00	\$ 3,230.00	\$ 1,700.00	\$ (1,530.00)
101.4.100.1000.190 LEAVE PAY	\$ 21,500.45	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ -
101.4.100.1000.250 WORKERS COMPENSATION	\$ 3,159.23	\$ 2,921.00	\$ 2,868.00	\$ 2,738.00	\$ 2,619.00	\$ 3,035.00	\$ 416.00
101.4.100.1000.260 HEALTH INSURANCE	\$ 70,502.40	\$ 70,503.00	\$ 69,368.00	\$ 79,122.00	\$ 78,314.00	\$ 80,815.00	\$ 2,501.00
101.4.100.1000.330 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 4,025.00	\$ 5,000.00	\$ 975.00
101.4.100.1000.540 ADVERTISING	\$ 500.00	\$ -	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.100.1000.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	\$ 2,350.00	\$ 3,500.00	\$ 1,500.00	\$ (2,000.00)
101.4.100.1000.610 SUPPLIES	\$ 26,175.20	\$ 22,000.00	\$ 26,000.00	\$ 20,000.00	\$ 17,000.00	\$ 15,000.00	\$ (2,000.00)
101.4.100.1000.640 BOOKS	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
101.4.100.1000.650 PERIODICALS	\$ -	\$ -	\$ -	\$ 700.00	\$ 400.00	\$ 400.00	\$ -
101.4.100.1000.660 MINOR EQUIPMENT	\$ 7,000.00	\$ 250.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ (1,500.00)
101.4.100.1000.680 COMPUTER SOFTWARE	\$ 3,900.00	\$ 100.00	\$ 1,800.00	\$ 7,000.00	\$ 9,000.00	\$ 9,000.00	\$ -
101.4.100.1000.681 MAJOR COMPUTER SOFTWARE	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
101.4.100.1000.682 SUPPLIES- TECHNOLOGY	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ -
101.4.100.1000.780 MAJOR TECHNOLOGY HARDWARE	\$ -	\$ -	\$ 9,500.00	\$ 5,500.00	\$ 3,500.00	\$ 2,000.00	\$ (1,500.00)
101.4.100.1000.810 DUES AND FEES	\$ 500.00	\$ 700.00	\$ 500.00	\$ 75.00	\$ 75.00	\$ 360.00	\$ 285.00
TOTAL	\$ 649,967.40	\$ 604,861.00	\$ 639,629.00	\$ 671,608.00	\$ 680,316.00	\$ 759,737.00	\$ 79,421.00
SUPPORT SERVICES - STUDENTS							
101.4.100.2100.113 SCHOOL NURSE SALARY (PRIMARY CARE CLINIC)	\$ -	\$ -	\$ 2,771.00	\$ 5,461.00	\$ 5,391.00	\$ 7,050.00	\$ 1,659.00
101.4.100.2100.250 WORKERS COMPENSATION	\$ -	\$ -	\$ 16.00	\$ 37.00	\$ 27.00	\$ 39.00	\$ 12.00
101.4.100.2100.260 HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 313.00	\$ 201.00	\$ 201.00	\$ -
101.4.100.2100.540 ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ (350.00)
101.4.100.2100.610 SUPPLIES	\$ -	\$ -	\$ 250.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ -
TOTAL	\$ -	\$ -	\$ 3,037.00	\$ 5,986.00	\$ 6,144.00	\$ 7,465.00	\$ 158.00
SUPPORT SERVICES - SUPERVISION OF ATTENDANCE AND SOCIAL WORK SERVICES- 2111 & 2112							
101.4.100.2111.111 ADMINISTRATIVE SALARY-Superintendent	\$ 803.00	\$ 1,014.00	\$ 824.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2111.190 LEAVE PAY	\$ 64.27	\$ 498.00	\$ 95.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2111.250 WORKERS COMPENSATION	\$ 5.38	\$ 9.00	\$ 5.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2111.260 HEALTH INSURANCE	\$ 65.28	\$ 164.00	\$ 74.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2112.610 SUPPLIES	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
TOTAL	\$ 937.93	\$ 1,685.00	\$ 1,098.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
GUIDANCE SERVICES-2120							
101.4.100.2120.112 CERTIFIED SALARY	\$ 43,535.75	\$ 40,741.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2120.113 PROFESSIONAL SALARY- GUIDANCE COUNSELOR	\$ -	\$ -	\$ 22,299.00	\$ 23,751.00	\$ 39,828.00	\$ 42,008.00	\$ 2,180.00
101.4.100.2120.120 SUBSTITUTE TEACHERS	\$ -	\$ 1,791.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2120.190 LEAVE PAY	\$ 1,788.75	\$ -	\$ 900.00	\$ 130.00	\$ 130.00	\$ 130.00	\$ -
101.4.100.2120.250 WORKERS COMPENSATION	\$ 269.54	\$ 246.00	\$ 131.00	\$ 128.00	\$ 200.00	\$ 211.00	\$ 11.00
101.4.100.2120.260 HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 7,374.00	\$ 7,374.00	\$ 6,212.00	\$ 5,957.00	\$ (255.00)
101.4.100.2120.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ -
101.4.100.2120.610 SUPPLIES	\$ 500.00	\$ 500.00	\$ 400.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2123.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 165.00	\$ 650.00	\$ 300.00	\$ (350.00)
101.4.100.2123.610 SUPPLIES- TESTING SERVICES	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
TOTAL	\$ 53,872.04	\$ 49,806.00	\$ 33,854.00	\$ 33,068.00	\$ 48,040.00	\$ 49,626.00	\$ 1,586.00
HEATH SERVICES- MEDICAL- 2131							
101.4.100.2131.330 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,025.00	\$ -	\$ (1,025.00)
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 1,025.00	\$ -	\$ (1,025.00)
SPEECH PATHOLOGY & ???? - 2150							

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES	FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
101.4.100.2150.330 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ (500.00)
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ (500.00)
SUPPORT SERVICES - INSTRUCTIONAL STAFF-2200							
101.4.100.2200.111 ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2200.190 LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2200.250 WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2200.260 HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,751.69	\$ 6,740.00	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORT SERVICES - SUPPORT STAFF- IIMPROVEMENT OF INSTRUCTIONAL SERVICES-2210							
101.4.100.2210.111 ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ 3,296.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2210.190 LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ 380.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2210.250 WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ 19.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2210.260 HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ 295.00	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,751.69	\$ 6,740.00	\$ 3,990.00	\$ -	\$ -	\$ -	\$ -
SCHOOL LIBRARY-2225							
101.4.100.2225.112 CERTIFIED SALARY	\$ 37,826.58	\$ 35,504.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2225.113 PROFESSIONAL SALARY- LIBRARY MEDIA SPECIALIST	\$ -	\$ -	\$ 19,887.00	\$ 21,063.00	\$ 22,248.00	\$ 23,861.00	\$ 1,613.00
101.4.100.2225.120 SUBSTITUTE TEACHERS	\$ 225.00	\$ 2,343.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2225.190 LEAVE PAY	\$ 2,305.50	\$ -	\$ 1,162.00	\$ 255.00	\$ 255.00	\$ 255.00	\$ -
101.4.100.2225.250 WORKERS COMPENSATION	\$ 240.00	\$ 219.00	\$ 117.00	\$ 113.00	\$ 112.00	\$ 120.00	\$ 8.00
101.4.100.2225.260 HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 3,687.00	\$ 3,696.00	\$ 3,654.00	\$ 2,920.00	\$ (734.00)
101.4.100.2225.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- TESTING	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
101.4.100.2225.610 SUPPLIES	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ -
101.4.100.2225.640 BOOKS	\$ 2,000.00	\$ 2,000.00	\$ 2,350.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2225.650 PERIODICALS	\$ -	\$ -	\$ 250.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
101.4.100.2225.660 MINOR EQUIPMENT	\$ 500.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
101.4.100.2225.680 COMPUTER SOFTWARE	\$ -	\$ 500.00	\$ 900.00	\$ 300.00	\$ 875.00	\$ 3,000.00	\$ 2,125.00
101.4.100.2225.810 DUES AND FEES	\$ -	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -
TOTAL	\$ 50,225.08	\$ 48,194.00	\$ 29,513.00	\$ 28,637.00	\$ 29,754.00	\$ 32,766.00	\$ 1,117.00
SUPPORT SERVICES-GENERAL ADMINISTRATION-2300							
101.4.100.2300.111 ADMINISTRATIVE SALARY-Superintendent	\$ 16,060.00	\$ 20,269.00	\$ 31,312.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.190 LEAVE PAY	\$ 1,285.31	\$ 9,972.00	\$ 1,895.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.250 WORKERS COMPENSATION	\$ 107.55	\$ 175.00	\$ 183.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.260 HEALTH INSURANCE	\$ 1,305.60	\$ 3,278.00	\$ 2,802.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.330 OTHER PROFESSIONAL SERVICES	\$ 8,600.00	\$ 4,100.00	\$ 10,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
101.4.100.2300.331 PROFESSIONAL SERVICES - AUDITOR	\$ 7,000.00	\$ 6,750.00	\$ 6,200.00	\$ 6,800.00	\$ 9,000.00	\$ 9,200.00	\$ 200.00
101.4.100.2300.332 PROFESSIONAL SERVICES - LEGAL	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
101.4.100.2300.440 REPAIR AND MAINTENANCE SERVICES	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.530 COMMUNICATIONS- INTERNET SERVICE	\$ -	\$ -	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
101.4.100.2300.531 COMMUNICATIONS- TELEPHONE	\$ -	\$ -	\$ 3,000.00	\$ 1,971.00	\$ 1,971.00	\$ 1,971.00	\$ -
101.4.100.2300.532 POSTAGE	\$ 3,500.00	\$ 3,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ -
101.4.100.2300.540 ADVERTISING	\$ 3,500.00	\$ 1,700.00	\$ 1,000.00	\$ 750.00	\$ 500.00	\$ 500.00	\$ -
101.4.100.2300.550 PRINTING/DUPLICATING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -
101.4.100.2300.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 1,225.00	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)
101.4.100.2300.610 SUPPLIES	\$ 8,500.00	\$ 6,500.00	\$ 6,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.100.2300.650 PERIODICALS	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2300.660 MINOR EQUIPMENT	\$ 3,350.00	\$ 2,300.00	\$ 2,500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2300.810 DUES AND FEES	\$ 7,500.00	\$ 4,500.00	\$ 8,000.00	\$ 7,500.00	\$ 6,500.00	\$ 6,500.00	\$ -
TOTAL	\$ 74,908.46	\$ 75,744.00	\$ 93,192.00	\$ 37,496.00	\$ 38,471.00	\$ 37,671.00	\$ (800.00)
ELECTION SERVICES - 2314							

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES	FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
101.4.100.2314.110 SALARIES	\$ -	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2314.250 WORKERS COMPENSATION	\$ -	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2314.330 OTHER PROFESSIONAL SERVICES	\$ 277.00	\$ -	\$ 277.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ -
101.4.100.2314.540 ADVERTISING	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ -
TOTAL	\$ 277.00	\$ 277.00	\$ 352.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ -
SUPPORT SERVICES- ADMINISTRATION-2400							
101.4.100.2400.111 ADMINISTRATIVE SALARY-Superintendent	\$ 30,514.00	\$ 38,511.00	\$ 16,480.00	\$ 56,864.00	\$ 58,001.00	\$ 59,161.00	\$ 1,160.00
101.4.100.2400.115 OFFICE/CLERICAL/ SALARY	\$ 30,815.24	\$ 28,760.00	\$ 31,296.00	\$ 32,674.00	\$ 32,543.00	\$ 32,463.00	\$ (80.00)
101.4.100.2400.125 SUBSTITUTE- OFFICE/CLERICAL SALARY	\$ -	\$ -	\$ -	\$ 360.00	\$ 1,445.00	\$ 1,445.00	\$ -
101.4.100.2400.190 LEAVE PAY	\$ 5,099.77	\$ 20,853.00	\$ 5,578.00	\$ 5,746.00	\$ 4,000.00	\$ 3,000.00	\$ (1,000.00)
101.4.100.2400.250 WORKERS COMPENSATION	\$ 456.20	\$ 822.00	\$ 279.00	\$ 480.00	\$ 461.00	\$ 459.00	\$ (2.00)
101.4.100.2400.260 HEALTH INSURANCE	\$ 2,480.64	\$ 6,227.00	\$ 2,614.00	\$ 11,304.00	\$ 11,195.00	\$ 10,781.00	\$ (414.00)
101.4.100.2400.340 TECHNICAL SERVICES	\$ -	\$ -	\$ 1,275.00	\$ 1,275.00	\$ 1,775.00	\$ 1,775.00	\$ -
101.4.100.2400.532 POSTAGE	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2400.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
101.4.100.2400.610 SUPPLIES	\$ 1,000.00	\$ 300.00	\$ 900.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2400.780 MAJOR TECHNOLOGY HARDWARE	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ -
101.4.100.2400.810 DUES AND FEES	\$ -	\$ -	\$ 450.00	\$ 175.00	\$ 525.00	\$ 2,090.91	\$ 1,565.91
TOTAL	\$ 74,065.85	\$ 97,973.00	\$ 62,872.00	\$ 113,378.00	\$ 113,445.00	\$ 114,674.91	\$ 67.00
SUPPORT SERVICES-BUSINESS-2500							
101.4.100.2500.111 ADMINISTRATIVE SALARY - Business Mngr/Clerk	\$ 41,152.50	\$ 26,381.00	\$ 39,984.00	\$ 42,217.00	\$ 43,480.00	\$ 43,318.00	\$ (162.00)
101.4.100.2500.115 OFFICE/CLERICAL/TECHNOLOGY SALARY	\$ -	\$ 38,811.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2500.190 LEAVE PAY	\$ 6,185.99	\$ 13,084.00	\$ 8,439.00	\$ 8,700.00	\$ 8,961.00	\$ 6,961.00	\$ (2,000.00)
101.4.100.2500.250 WORKERS COMPENSATION	\$ 281.52	\$ 437.00	\$ 224.00	\$ 216.00	\$ 208.00	\$ 207.00	\$ (1.00)
101.4.100.2500.260 HEALTH INSURANCE	\$ -	\$ -	\$ 1,400.00	\$ 1,968.00	\$ 1,912.00	\$ 1,912.00	\$ -
101.4.100.2500.330 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 5,000.00	\$ 3,650.00	\$ 3,500.00	\$ 3,500.00	\$ -
101.4.100.2500.532 POSTAGE	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -
101.4.100.2500.550 PRINTING/DUPLICATING	\$ -	\$ -	\$ 300.00	\$ 360.00	\$ 360.00	\$ 375.00	\$ 15.00
101.4.100.2500.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ 2,500.00	\$ 150.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2500.610 SUPPLIES	\$ 500.00	\$ 350.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.100.2500.680 COMPUTER SOFTWARE (BMS ANNUAL FEE)	\$ 1,650.00	\$ -	\$ 5,424.00	\$ 6,185.00	\$ 7,000.00	\$ 8,221.00	\$ 1,221.00
101.4.100.2500.810 DUES AND FEES	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 700.00	\$ 700.00	\$ -
TOTAL	\$ 52,270.01	\$ 79,213.00	\$ 64,871.00	\$ 66,846.00	\$ 67,921.00	\$ 66,994.00	\$ (927.00)
OPERATIONS AND MAINTENANCE-PLANT SERVICES-2600							
101.4.100.2600.111 ADMINISTRATIVE SALARY-Superintendent	\$ 3,212.00	\$ 4,054.00	\$ 3,296.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.114 CUSTODIAL/MAINTENANCE SALARY (SUMMER)	\$ -	\$ -	\$ 3,600.00	\$ 4,080.00	\$ 5,040.00	\$ 5,040.00	\$ -
101.4.100.2600.190 LEAVE PAY	\$ 257.06	\$ 1,995.00	\$ 376.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.250 WORKERS COMPENSATION	\$ 21.51	\$ 35.00	\$ 40.00	\$ 22.00	\$ 25.00	\$ 25.00	\$ -
101.4.100.2600.260 HEALTH INSURANCE	\$ 261.12	\$ 656.00	\$ 608.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.330 OTHER PROFESSIONAL SERVICES	\$ 1,500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.410 POWER-LIGHTS	\$ 800.00	\$ 700.00	\$ 840.00	\$ 1,000.00	\$ 1,050.00	\$ 1,102.50	\$ 52.50
101.4.100.2600.411 NATURAL GAS	\$ 12,000.00	\$ 13,000.00	\$ 12,600.00	\$ 11,000.00	\$ 11,550.00	\$ 12,127.50	\$ 577.50
101.4.100.2600.412 ELECTRICITY	\$ 19,500.00	\$ 19,000.00	\$ 20,475.00	\$ 14,500.00	\$ 15,225.00	\$ 15,986.25	\$ 761.25
101.4.100.2600.420 OTHER UTILITIES- SEWER	\$ -	\$ -	\$ -	\$ -	\$ 10,716.48	\$ 10,716.48	\$ -
101.4.100.2600.421 WATER TESTS	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00	\$ -
101.4.100.2600.431 DISPOSAL SERVICE	\$ 6,000.00	\$ 7,200.00	\$ 6,000.00	\$ 5,800.00	\$ 6,019.00	\$ 3,535.00	\$ (2,484.00)
101.4.100.2600.433 CONTRACTED CUSTODIAL SERVICES	\$ 26,400.00	\$ 33,000.00	\$ 27,648.00	\$ 27,000.00	\$ 26,956.80	\$ 33,300.00	\$ 6,342.20
101.4.100.2600.440 REPAIR AND MAINTENANCE SERVICES	\$ 19,983.54	\$ 14,500.00	\$ 28,200.96	\$ 12,080.46	\$ 15,000.75	\$ 15,000.75	\$ -
101.4.100.2600.520 INSURANCE	\$ 10,400.00	\$ 10,400.00	\$ 10,920.00	\$ 13,094.25	\$ 13,487.08	\$ 10,006.10	\$ (3,480.98)
101.4.100.2600.531 TELEPHONE	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES	FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
101.4.100.2600.610 SUPPLIES	\$ 5,259.42	\$ 9,259.42	\$ 7,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ -
101.4.100.2600.660 MINOR EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
101.4.100.2600.810 DUES AND FEES	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
101.4.100.2630.432 SNOW PLOW SERVICES	\$ -	\$ -	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00
TOTAL	\$ 112,294.65	\$ 120,999.42	\$ 129,003.96	\$ 101,276.71	\$ 117,570.11	\$ 115,274.58	\$ 16,293.40
SPECIAL EDUCATION- INSTRUCTION -280.1000							
101.4.280.1000.112 CERTIFIED SALARIES	\$ 43,535.75	\$ 40,741.00	\$ 47,638.00	\$ 50,632.00	\$ 34,708.00	\$ 36,606.00	\$ 1,898.00
101.4.280.1000.117 AIDE SALARIES	\$ -	\$ -	\$ 18,720.00	\$ 21,504.00	\$ 24,266.00	\$ 24,753.00	\$ 487.00
101.4.280.1000.120 SUBSTITUTE TEACHERS	\$ 150.00	\$ 1,275.00	\$ 375.00	\$ 170.00	\$ 170.00	\$ 170.00	\$ -
101.4.280.1000.190 LEAVE PAY	\$ 1,968.00	\$ -	\$ 3,322.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.280.1000.250 WORKERS COMPENSATION	\$ 271.50	\$ 243.00	\$ 290.00	\$ 388.00	\$ 296.00	\$ 308.00	\$ 12.00
101.4.280.1000.260 HEALTH INSURANCE	\$ 6,528.00	\$ 6,528.00	\$ 8,274.00	\$ 9,554.00	\$ 9,433.00	\$ 7,008.00	\$ (2,425.00)
101.4.280.1000.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -
101.4.280.1000.610 SUPPLIES	\$ 300.00	\$ -	\$ 400.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -
101.4.280.1000.682 SUPPLIES- TECHNOLOGY	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
TOTAL	\$ 52,753.25	\$ 48,787.00	\$ 79,519.00	\$ 84,048.00	\$ 70,673.00	\$ 70,645.00	\$ (28.00)
RESOURCES TRANSFER TO COOP-6200.920							
101.4.280.1000.920 RESOURCES TRANSFER TO COOP	\$ 2,847.00	\$ 2,847.00	\$ 2,568.24	\$ 2,527.00	\$ 2,666.59	\$ 2,794.02	\$ 127.43
TOTAL	\$ 2,847.00	\$ 2,847.00	\$ 2,568.24	\$ 2,527.00	\$ 2,666.59	\$ 2,794.02	\$ 127.43
SPECIAL EDUCATION - SUPERVISION OF PSYCHOLOGICAL SERVICES - 280.2141							
101.4.280.2141.111 ADMINISTRATIVE SALARY-Superintendent	\$ 2,409.00	\$ 3,041.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.119 OTHER SUPERVISORY SALARIES- SPEC ED DIRECTOR	\$ -	\$ -	\$ 2,472.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.190 LEAVE PAY	\$ 192.80	\$ 1,496.00	\$ 285.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.250 WORKERS COMPENSATION	\$ 16.13	\$ 27.00	\$ 15.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2141.260 HEALTH INSURANCE	\$ 195.84	\$ 492.00	\$ 221.00	\$ -	\$ -	\$ -	\$ -
101.4.280.2400.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,813.77	\$ 5,056.00	\$ 3,093.00	\$ -	\$ -	\$ -	\$ -
SPECIAL EDUCATION 280-2490- OTHER SUPPORT SERVICES- SCHOOL ADMINISTRATION							
101.4.280.2490.119 OTHER SUPERVISORY SALARIES- SPEC ED DIRECTOR (SUPTNDT)	\$ -	\$ -	\$ -	\$ 2,546.00	\$ 2,597.00	\$ 2,649.00	\$ 52.00
101.4.280.2490.190 LEAVE PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.280.2490.250 WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ 14.00	\$ 13.00	\$ 13.00	\$ -
101.4.280.2490.260 HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ 228.00	\$ 228.00	\$ 216.00	\$ (12.00)
101.4.280.2490.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ -	\$ 100.00	\$ 50.00	\$ 50.00	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 2,888.00	\$ 2,888.00	\$ 2,928.00	\$ 40.00
IEFA- INSTRUCTION- 365.1000 & IEFA- LIBRARY MEDIA 365.2225							
101.4.365.1000.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ (200.00)
101.4.365.1000.610 SUPPLIES- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)
101.4.365.1000.640 BOOKS- IEFA	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
101.4.365.1000.810 DUES AND FEES-IEFA	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	\$ (200.00)
101.4.365.2225.640 BOOKS- IEFA	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
TOTAL	\$ -	\$ -	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 2,300.00	\$ (900.00)
DATA FOR ACHIEVEMENT- INSTRUCTION- 368.1000							
101.4.368.1000.680 COMPUTER SOFTWARE- DATA FOR ACHIEVEMENT	\$ -	\$ -	\$ 3,200.00	\$ 3,249.55	\$ 3,300.00	\$ 3,300.00	\$ -
TOTAL	\$ -	\$ -	\$ 3,200.00	\$ 3,249.55	\$ 3,300.00	\$ 3,300.00	\$ -
EXTRACURRICULAR PROGRAMS - SCHOOL SPONSORED ACTIVITIES -NON-ATHLETICS							
101.4.710.3400.150 EXTRA CURRICULAR STIPENDS	\$ 20,415.00	\$ 12,735.00	\$ 12,345.00	\$ 3,025.00	\$ 2,725.00	\$ 2,200.00	\$ (525.00)
101.4.710.3400.250 WORKERS COMPENSATION	\$ 75.74	\$ 85.00	\$ 72.00	\$ 16.00	\$ 14.00	\$ 11.00	\$ (3.00)
101.4.710.3400.260 HEALTH INSURANCE	\$ -	\$ -	\$ 157.00	\$ -	\$ 247.00	\$ 212.00	\$ (35.00)
101.4.710.3400.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
TOTAL	\$ 20,490.74	\$ 12,820.00	\$ 12,574.00	\$ 6,041.00	\$ 5,986.00	\$ 5,423.00	\$ (563.00)

FY20 Preliminary General Fund Budget

GENERAL FUND EXPENDITURES	FY 2016 BUDGET	FY2015 BUDGET	FY2017 BUDGET	FY2018 BUDGET	FY2019 BUDGET	FY2020 Budget	Diff FY19-FY20
GENERAL FUND EXPENDITURES - PERSONNEL SERVICES ACTIVITIES - 101.4							
101.4.710.3500.111 ADMINISTRATIVE SALARY-Superintendent	\$ 803.00	\$ 1,014.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.710.3500.190 LEAVE PAY	\$ 64.27	\$ 499.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.710.3500.250 WORKERS COMPENSATION	\$ 5.38	\$ 9.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.710.3500.260 HEALTH INSURANCE	\$ 65.28	\$ 164.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.710.3500.115 OFFICE/CLERICAL SALARY	\$ -	\$ -	\$ -	\$ 2,125.00	\$ -	\$ -	\$ -
101.4.720.3500.119 OTHER SUPERVISORY- ATHLETIC DIRECTOR	\$ -	\$ -	\$ 824.00	\$ 849.00	\$ 2,991.00	\$ 5,883.00	\$ 2,892.00
101.4.720.3500.150 STIPENDS- COACHES	\$ -	\$ -	\$ 6,100.00	\$ 10,810.00	\$ 10,810.00	\$ 9,410.00	\$ (1,400.00)
101.4.720.3500.190 LEAVE PAY	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ -	\$ -
101.4.720.3500.250 WORKERS COMPENSATION	\$ -	\$ -	\$ 41.00	\$ 74.00	\$ 69.00	\$ 84.11	\$ 15.11
101.4.720.3500.260 HEALTH INSURANCE	\$ -	\$ -	\$ 74.00	\$ -	\$ -	\$ 37.00	\$ 37.00
TOTAL	\$ 937.93	\$ 1,686.00	\$ 7,134.00	\$ 13,858.00	\$ 13,870.00	\$ 15,414.11	\$ 12.00
ENTERPRISE PROGRAMS -FOOD SERVICES - 910.3100							
101.4.910.3100.111 ADMINISTRATIVE SALARY-Superintendent	\$ 2,409.00	\$ 3,041.00	\$ -	\$ -	\$ -	\$ -	\$ -
101.4.910.3100.116 SALARIES-Cooks	\$ -	\$ -	\$ 11,792.00	\$ 12,978.00	\$ 12,062.00	\$ 9,308.00	\$ (2,754.00)
101.4.910.3100.119 OTHER SUPERVISORY- FOOD SERVICE SUPERVISOR	\$ -	\$ -	\$ 2,472.00	\$ 2,546.00	\$ 2,597.00	\$ 2,649.00	\$ 52.00
101.4.910.3100.126 SUBSTITUTE COOKS	\$ -	\$ -	\$ -	\$ 90.00	\$ 288.00	\$ 288.00	\$ -
101.4.910.3100.190 LEAVE PAY	\$ 192.80	\$ 1,499.00	\$ 285.00	\$ -	\$ -	\$ -	\$ -
101.4.910.3100.250 WORKERS COMPENSATION	\$ 16.13	\$ 27.00	\$ 867.00	\$ 886.00	\$ 789.00	\$ 650.00	\$ (139.00)
101.4.910.3100.260 HEALTH INSURANCE	\$ 195.84	\$ 492.00	\$ 688.00	\$ 1,558.00	\$ 1,503.00	\$ 854.00	\$ (649.00)
101.4.910.3100.330 OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -
101.4.910.3100.540 ADVERTISING	\$ -	\$ -	\$ 350.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ -
101.4.910.3100.582 TRAVEL OUT OF DISTRICT/INSERVICE TRAINING	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	\$ -
101.4.910.3100.610 SUPPLIES	\$ -	\$ -	\$ 2,000.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -
101.4.910.3100.630 FOOD	\$ -	\$ -	\$ 10,000.00	\$ 7,805.00	\$ 4,483.93	\$ 4,483.93	\$ -
TOTAL	\$ 2,813.77	\$ 5,059.00	\$ 29,054.00	\$ 27,363.00	\$ 22,472.93	\$ 18,982.93	\$ (3,490.00)
GENERAL FUND TOTALS	\$ 1,158,978.76	\$ 1,348,977.41	\$ 1,201,754.70	\$ 1,202,095.76	\$ 1,237,643.68	\$ 1,306,620.55	\$ 78,777.52

FY20 BUDGET: \$ 1,288,173.81
 TOTAL BUDGETED: \$ 1,306,620.55
 REMAINING: \$ (18,446.74)



PRELIMINARY BUDGET DATA SHEET

FY 2019-2020

Legislative Revision

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

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

1. Certified ANB		FY 2019-2020			3 Year Avg ANB		
*Budget Unit	ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement	
E1 GALLATIN GATEWAY K-6	136	52,579.00	763,028.00 +	133	52,579.00	746,236.40	
M1 GALLATIN GATEWAY 7-8	34	105,160.00	244,553.50 +	30	105,160.00	215,812.50	
2. * Direct State Aid							520,898.26
3. Quality Educator							45,371.85
4. At Risk Student							2,879.24
5. * Indian Education For All							3,733.20
6. American Indian Achievement Gap							648.00
7. * Data For Achievement							3,575.10
8. Special Education Funding (FY 2019-2020):							
NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.							
Special Education Block Grant Eligibility Status							Yes
Special Education Block Grant Rates Per Current ANB							
Instructional Block Grant Rate [IBG]							151.53
Related Services Block Grant Rate [RSBG]							50.51
Threshold to Determine Disproportionate Costs							2.3805273454
Special Education Allowable Cost Payments							
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						25,760.10
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						3,850.78
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						29,610.88
Prorated Cooperative Cost Payments (Members of Cooperatives Only)							
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						8,586.70
Required Local Match							
* f(i).	District's Required Match for IBG [8a X 0.33]						8,500.83
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						2,833.61
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						11,334.44
Minimum Special Education Budget to Avoid Reversions							
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						37,094.54



PRELIMINARY BUDGET DATA SHEET
FY 2019-2020

Legislative Revision

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

Reimbursement For Disproportionate Costs

	<u>EL</u>	<u>HS</u>	<u>K12</u>
a. FY 2017-2018 Allowable Cost Expenditures Total K-12 Expenditures Prorated by FY 2017-2018 ANB	88,003.62	0.00	0.00
b. FY 2017-2018 Amount to Avoid Reversion	32,924.08	0.00	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.3805273454) then [a - (b * 2.3805273454)] * 0.4	3,850.78	0.00	0.00

9. FY 2019-2020 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	1,033,353.70
c.	Maximum Budget Limit	1,289,336.35
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	1,289,336.35
* e.	Highest Budget With A Vote	1,289,336.35
* f.	Highest Voted Amount (9e-9d)	0.00

10. Prior Year Information for Budgeting:

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

11. Debt Service Fund and County Retirement GTB:

	<u>Elementary</u>	<u>High School</u>
County		
a.	Tax Year 2018 County Taxable Value	295,754,304
b.	FY 2018-2019 County ANB	10,101
c.	County Retirement Mill Value per ANB	29.28
District		
d.	Tax Year 2018 District Taxable Value	6,206,294
e.	FY 2018-2019 District Budget Limit ANB	165
f.	District Debt Service Mill Value per ANB	37.61
Statewide		
g.	Statewide Retirement Mill Value per ANB	31.70
h.	Facility Guaranteed Mill Value per ANB	36.68



PRELIMINARY BUDGET DATA SHEET

FY 2019-2020

Legislative Revision

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

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

I. STATEWIDE GTB RATIO:	<u>Elementary</u>	<u>High School</u>
a. Statewide Taxable Valuation (Tax Year 2018)***	2,837,374,527	2,849,863,554
b. FY 2018-2019 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	250,446,582.96	130,163,182.86
c. GTB Ratio: [(a) Divided by (b)] x 224%	25.49	49.04

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

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

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

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

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

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

05/10/19
10:25:43

GALLATIN GATEWAY ELEMENTARY
Project Combined Revenues/Expenditures
For the Accounting Periods: 7/18 - 5/19

Page: 1 of 1
Report ID: P120A

202 AFTERSCHOOL PROGRAM
Project Budget: 20500.00

Fund	Srcce/Acoot	Org	Program	Function	Object	Amount
Revenue						
115	1900					2,339.50
115	1920					20,500.00
Total Revenue for Project						22,839.50
Expenditures						
115		840	3300	117	PARAPROFESSIONALS	13,630.00
115		840	3300	210	SOCIAL SECURITY AND MEDICARE	387.86
115		840	3300	220	TRS	510.76
115		840	3300	240	UNEMPLOYMENT	27.34
115		840	3300	250	WORKERS' COMPENSATION	50.68
115		840	3300	260	HEALTH INS	542.83
115		840	3300	610	SUPPLIES	263.29
Total Expenditures for Project						15,412.76
Revenues less Expenditures						7,426.74

Later Gators YTD Report

<u>Week</u>	<u>Total</u>	DEMOGRAPHIC				FINANCIAL				<u>Revenue</u>
		<u>K-2</u>	<u>3-5</u>	<u>6-8</u>	<u>*Faculty</u>	<u>Free</u>	<u>Reduced</u>	<u>Full Pay</u>	<u>Sibling</u>	
29	29	17 59%	5 17%	7 24%	0 0%	12 41%	2 7%	15 52%	0 0%	\$ 80.00
30	20	11 55%	3 15%	6 30%	0 0%	10 50%	1 5%	9 45%	0 0%	\$ 36.00
31	26	16 62%	4 11%	6 17%	0 0%	11 31%	2 6%	13 36%	0 0%	\$ 52.00
32	12	7 58%	2 17%	3 25%	0 0%	5 42%	2 17%	5 42%	0 0%	\$ 20.00
33	21	11 52%	4 19%	6 29%	0 0%	11 52%	2 10%	8 38%	0 0%	\$ 32.00
34	18	10 56%	5 28%	3 17%	0 0%	5 28%	3 17%	10 56%	0 0%	\$ 40.00
YTD	819	438 53%	194 24%	185 23%	24 3%	340 42%	83 10%	366 45%	26 3%	\$2,337.00

*Faculty children included in grade totals

May 2019 Superintendent's Report:

Estimated Enrollment Summary as of 5/1/2019

Grade	Total	Boys	Girls	Out of District
K	9	5	4	6
1	20	11	9	5
2	18	9	9	5
3	15	9	6	3
4	21	12	9	5
5	20	10	10	4
6	26	13	13	7
7	23	11	12	6
8	9	5	4	1
<u>Total</u>	<u>161</u>	<u>85</u>	<u>76</u>	<u>42</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.B – Lucy Calkins & Bridges Math – I continuing work with SWMSS to prepare a contract to continue with Lucy Calkins support for the 2019-2020 school

year. I am meeting with them in the coming weeks to continue refining the contract so that it is supported by the 2019-2020 budget.

II. Staff and Volunteers:

- a. Goal II.1.B – EPAS – All of the certified teaching evaluations for the 2018-2019 school year are completed.

III. Facilities:

- a. Goal III.2.B – Campus Improvements – I am compiling all of the suggested campus repairs along with collected bids for Board information. I am also working to update the facility repair spreadsheet with all of that information in hopes that it will expedite my work in submitting facility issues to OPI by July 1. I will have that information for the Board at our May meeting.
- b. Goal III.2.B – Campus Improvements – I have contacted Manhattan Plumbing to get on their calendar to repair the bathroom floor drains over the summer.
- c. Goal III.2.B – Campus Improvements – I have also been able to get on Raintree Gutters calendar to replace the rain gutters in front of the school during the week of June 10. Scott will schedule a finite date sometime during that week for the final work to be completed.

IV. Leadership, Communication and Collaboration:

- a. Goal IV.1.C – Superintendent Newsletter – I will send out the May newsletter by May 31.
- b. Goal IV.2.A – Stakeholder Collaboration – I have been working with the GGS staff on updating the student handbook and MBI expectations for the 2019-2020 school year. It is becoming apparent that we will need some extra time to complete this work. Therefore, I have approved work days for June 24 and 25 to complete this work. The work days are open to all staff members who are able to attend. Certified staff members will be paid the daily substitute rate of \$85/day. Classified staff members will be paid at their hourly rate.

V. Safety:

- a. Goal V.1.B – Campus Safety – Deputy Dan Mayland has been selected to be the rural school SRO and has been out to the school to visit with me about the transition. He informed me that due to continued shortages in assignments, he will not be able to maintain regular hours at the school until fall 2019. However, he is

available to assist if he is needed in the meantime. I look forward to working with him and think he is going to be a good asset to the district.

Additional Information:

- We have finished the preliminary SBAC testing of students. As of 5/10/19, there are still a few students who have to make up various tests. We are working to complete all make up tests prior to May 15. The testing window is open until May 24. I appreciate all of the hard work that our staff put into administering the test.
- I am including the results of the Title I desk audit performed by OPI. As you can see, we had one corrective action noted under finding #9. I have attached a copy of the documents submitted to OPI to demonstrate our corrective action. I am also attaching a copy of an email received from Jack O'Connor informing me of the acceptance of the correction to the finding, thus closing the monitoring cycle. Thank you goes out to Mrs. Grafel for the work she put into compiling the portfolio for submission. She did a great job!
- Summer MBI is scheduled for the week of June 17-21 at MSU. Attendance to the event is supported and all staff members are allowed to attend if interested. We have four (4) individuals attending this year. Those staff members are: Nicole Grafel, Jacki Yager, Mike Coon, and Bobbi Jo Gunderson.
- I am also attaching the final accreditation report from OPI for the 2018-2019 school year. As you can see, we achieved Regular status for the year with no deviations.
- Finally, I have attached the ESSA report card provided by OPI. For your information I have included: The Montana state report card, the Gallatin Gateway district report card, the Gallatin Gateway elementary school (K-6) report card, and the Gallatin Gateway 7-8 report card.

Upcoming Events:

- May 15 – Regular Board Meeting @ 6:00
- May 16-22 – 8th Grade Trip to Washington DC
- May 23-24 – 5th Grade Trip to Butte
- May 27 – Memorial Day – No School
- May 31 – Student Appreciation Day
- June 4 – 1st & 2nd Grade Field Trip
- June 7 – Last Day of School/Early Out
- June 10 – Staff PIR Day

Elsie Arntzen, Superintendent

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Helena, MT 59620-2501
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opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First **A+**



April 29, 2019

Travis Anderson, Superintendent
Gallatin Gateway Public School District
P.O. Box 265
Gallatin Gateway, MT 59730

Dear Superintendent Travis Anderson:

Enclosed is the desk monitoring report from the ESEA/ESSA Act of 2015 Title I A, Title II A, and Title IX Program Review of the Gallatin Gateway Public School District. The review is part of the regular monitoring procedures required for participation in ESEA/ESSA. The report documents the district's efforts to implement the provisions of ESEA/ESSA. This monitoring report does not reflect any changes that may have been made by the district since the date that the portfolio was mailed to the Montana Office of Public Instruction (OPI), and the OPI recognizes that efforts may already be underway to ensure Gallatin Gateway Public School District's compliance with ESEA/ESSA.

The report found one program finding that will require response and action by the district. This finding indicates the concerns, the suggested remedies and the timeline(s) for providing evidence of compliance to the OPI. Due to the timing of the report, the timeline will begin May 6, 2019. If you have questions or concerns about the findings or the reporting timelines, please contact me by telephone at 406-444-3083 or by e-mail at joconnor2@mt.gov.

We would like to thank you and the district staff for all of your hard work in putting the portfolio together. Please do not hesitate to call upon the OPI for technical assistance as needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack O'Connor".

Jack O'Connor
Title I Director

Enclosures

**Gallatin Gateway School District
Final Report: ESEA/ESSA Consolidated Program Review**

On April 28, 2019, the Montana Office of Public Instruction (OPI) conducted an ESEA/ESSA Act of 2015 program review of the Gallatin Gateway School District's implementation of the provisions of this act. The review had two main purposes:

1. To assure that the district was in compliance with the law and regulations of ESEA/ESSA; and
2. To provide an opportunity for the district and the OPI team to review current programs supplemented by ESEA/ESSA funds.

This review was based on the primary formula grant program for:

- Title I-A: Improving Basic Programs
- Title II-A: Supporting Effective Instruction
- Title IX: Education for Homeless Children and Youths

Another purpose of this review was to assess not only the implementation of the program, but also to examine the coordination and collaboration between ESEA/ESSA programs, other federal programs and the district's state funded education programs. ESEA/ESSA requires the coordination of all programs designed to assist with improving academic achievement with a special emphasis on schools identified for school improvement.

The reports for each program are in four sections:

1. **Compliance area:** Section of the program being monitored.
2. **Description:** Provides a brief overview of the text from federal or state law that addresses each section being monitored.
3. **Finding:** Describes issues of compliance that will require response and correction by the district in order to continue to be eligible for ESEA/ESSA funding.
4. **Corrective Action and Timeline:** Lists steps the district must take to correct the findings as it reviews and revises its Title I program. It also gives the time frame in which these corrections must take place.

Finding 4

Parental Right-to-Know: ESSA 1112

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

1. information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
2. timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Finding: None

Corrective Action and Timeline: None

Finding 5

Schoolwide Program: ESSA 1114

A local educational agency may consolidate and use funds under this part, together with other Federal, State, and local funds, in order to upgrade the entire educational program of a school that serves an eligible school attendance area in which not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

Finding: N/A

Corrective Action and Timeline: N/A

- a. to ensure that teachers and families of the children participate, on an equitable basis, in services and activities developed pursuant to section 1116.

Finding: None

Corrective Action and Timeline: None

Finding 9

McKinney-Vento Homeless Act-Common Compliance: ESSA Title IX

To ensure that each LEA is removing barriers to the educational access and success of children and youths who are homeless, and to ensure that Title I funding is expended in an appropriate manner, the LEA must:

- Select a liaison with the ability to complete job duties as required.
- Create and adopt procedures and policies to identify and serve children and youth who are homeless.
- Review and revise policies and procedures that could act as barriers to the enrollment, attendance, and success of children and youth experiencing homelessness.
- Adopt a process for resolving disputes regarding eligibility, placement, transportation, and other homeless program services.
- Disseminate Information regarding programs for and rights of children and youths identified as homeless.
- Provide professional development regarding student homelessness to all staff members.
- Set-aside funds to serve students identified as homeless based on a needs assessment.
- Ensure that school counselors provide required support to students identified as homeless.

Finding: There is no evidence of homeless outreach materials available for dissemination to the public.

Corrective Action and Timeline: Within 90 days of the receipt of this report, the district must provide OPI with samples of available outreach materials as required in Item MV-C.3 of the Monitoring Tool. Please contact Heather Denny at OPI (406-444-2036) for available materials.

Finding 10

McKinney-Vento Homeless Act-Additional Subgrantee Requirements: ESSA Title IX

The LEA has provided financial information for expenditures for McKinney-Vento Authorized Activities as specified in the McKinney-Vento Subgrant application. The

Homeless Liaison has the capacity and training to perform all duties listed in the grant application. The Homeless Liaison regularly meets and collaborates with area shelters and homeless service providers. The LEA regularly evaluates the success of the MV program using testing and graduation data and has provided evidence that children and youth identified as homeless are performing at levels similar to all other students within the LEA.

Finding: N/A

Corrective Action and Timeline: N/A

Finding 11

Supporting Effective Instruction: ESSA 2001

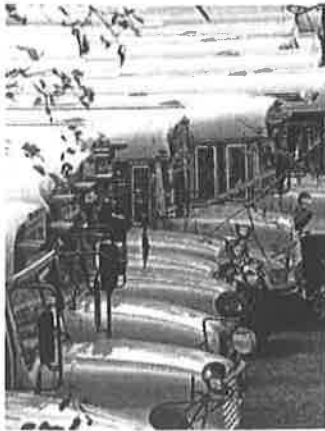
The purpose of this title is to provide grants to State educational agencies and subgrants to local educational agencies to—

- (1) increase student achievement consistent with the challenging State academic standards;
- (2) improve the quality and effectiveness of teachers, principals, and other school leaders;
- (3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Finding: N/A

Corrective Action and Timeline: N/A

If you or your family lives in any of the following situations:



- In a homeless shelter
- In a hotel or motel
- In a campground, RV, or building that is not a home
- Doubled up with friends or relatives because you cannot find or afford housing

Then you and your family may have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.



Students, you have the right to:

- **Go to school**, no matter where you live or how long you have lived there. You have the right to attend classes even if you don't have immunization records or a birth certificate. You must be given access to the same public education provided to other children.
- **Enroll in a school without giving a permanent address.** Schools cannot require proof of residency that might prevent or delay school enrollment.
- **Enroll in school even if you are not living with a parent or guardian.** Schools cannot require you to have a parent or guardian to sign paperwork if you are not living with them.
- **Continue in the school you attended before you became homeless** or the school you last attended.
- **Receive transportation to and from school** if you or a guardian request transportation.
- **Participate in the same special programs and services** as provided to all other students, including athletics and other extra-curricular activities.
- **You have the right to file a dispute** if you disagree with any decision about your education.

For help with school, do the following:

- **Contact the district's liaison** (see phone number below) for help enrolling in a new school or continuing at the school you are now attending. The liaison can also make referrals.
- **Contact the local homeless shelter and social services office** for help with housing, medical care, food, and other support.
- **Contact the school** and provide any information you think will assist in helping the student to adjust to difficult circumstances. Needs, such as transportation, free school meals, supplies, and counseling services, should be addressed.

School Name

Gallatin Gateway School

District Liaison Name

Nicole Grafel

Phone Number of Liaison

406-763-4415



Montana Office of Public Instruction
PO Box 202501, Helena, MT 59620-2501
406-444-2036/hdenny@mt.gov

January 2016

The Montana Office of Public Instruction Families in Transition Program-

Definition of Family in Transition

The term "family in transition" refers to individuals who lack a fixed, regular, and adequate nighttime residence.

Under the law a child may qualify as homeless if he/she is:

- Living in an emergency shelter, domestic violence shelter, or transitional housing.
- Living in a motel or hotel due to economic hardship.
- Living in a car, park, public place, bus or train station, abandoned building, or other structure not meant for housing.
- Doubled up with relatives or friends due to a loss of housing, economic hardship, or a similar reason.

Children who are not living with a parent or legal guardian may be considered a homeless, unaccompanied youth if their living situation meets one of the four definitions listed above.

If you or someone you know is living in one of these situations, contact your local school district for assistance with services in your school and your community.



The Office of Public Instruction is committed to equal opportunity and non-discriminatory access to all our programs and services.

For more information or to file a complaint, contact Tom Antonick, OPI Title IX/EEO Coordinator at 406-444-3161 or tantonick@mt.gov

Educational Rights of Eligible Students

They Have Rights to:

- Immediate enrollment in school, even if the student does not have required paperwork.
- Continue attending the school in which they were enrolled when they became homeless, the last school attended, or the school closest to their temporary residence.
- Remain in the sequence of schools with their peers when homelessness is longer than one school year.
- Receive transportation to and from school.
- Automatic enrollment for free meals at school without proof of income.
- Automatic qualification for Title I services, even if the student is enrolled in a non-Title I school.
- Receive all school-based services for which they qualify.
- Participate in all programs and activities offered to other students, including athletics, music, clubs, and other extracurricular activities.
- Have their parents participate in and attend school events and activities.
- Challenge decisions on homeless status or services made by schools and districts through a dispute/grievance procedure.



Tips for Parents

- Make sure your child arrives at school on time every day. Children who miss school miss out on important learning activities.
- Make sure your child gets eight to ten hours of sleep every night. Children who are well rested learn more.
- Read to your child every day. Reading is the key to success in school. Talk to your child's teacher or school librarian about books you can read together.
- Talk with your child's school about your living situation. Your child may qualify for additional help through other programs and resources available at the school.
- Talk to your child's teacher. The more a teacher knows about your child the more they can help them succeed.
- Get involved in your child's education. Your child's teacher and school can talk with you about how to become an active part of the school community.



Educating displaced children and youth in Montana presents many unique challenges due to the nature of our state. Most of our school districts are small and rural with dedicated staff members filling multiple roles. Our communities have few resources or services designed to meet the needs of families and youth experiencing homelessness, such as emergency shelters, transitional housing, or soup kitchens. Despite these challenges, our educators and communities work tirelessly to meet the needs of Montana's most vulnerable children.

The Office of Public Instruction (OPI) provides training and technical assistance to school districts and local homeless liaisons. The OPI also provides information and awareness materials to educators, nonprofits, shelter providers, and other interested community members throughout the state of Montana.

The OPI's McKinney-Vento Program is located in the 1300 11th Avenue building, Helena, Montana, in the Educational Opportunity and Equity Division (EOE). The purpose of this program is to ensure that every homeless child and youth in Montana has equal access to the same free, appropriate public education as provided to other children and youth in Montana schools.

Montana Office of Public Instruction

Heather Denny
State Coordinator for Homeless Education
hdenny@mt.gov, 406-444-2036

Debbie Hunsaker
EOE Division Administrator
dhunsaker@mt.gov, 406-444-0733

03/30/17

**National Center for Homeless Education
At the SERVE Center**

The National Center for Homeless Education (NCHE) provides research, resources, and information enabling communities to address the educational needs of children experiencing homelessness. Funded by the U.S. Department of Education, NCHE serves as a clearinghouse of information for people seeking to remove or overcome educational barriers and to improve educational opportunities and outcomes for children and youth experiencing homelessness. The NCHE also supports educators and service providers through producing training and awareness materials and providing training at regional and national conferences and events.

Contact the NCHE helpline at 1-800-308-2145 or homeless@serve.org.

District Liaison Name Nicole Grafel

School Name Gallatin Gateway School

Address 100 Mill Street

City, State, Zip Gallatin Gateway, MT. 59730

Phone 406-763-4415

Fax 406-763-4886

Email grafel@gallatingatewayschool.com

Place your school district logo here

Montana Office of Public Instruction

Families in Transition-

McKinney-Vento
ESEA Title IX, Part A



opi.mt.gov

Elsie Arntzen
State Superintendent of Schools
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
406-444-3095

Toll-free: 1-888-231-9393



Travis Anderson <anderson@gallatingatewayschool.com>

Gallatin Gateway School Title I Audit Materials

2 messages

Travis Anderson <anderson@gallatingatewayschool.com>
To: "O'Connor, Jack" <joconnor2@mt.gov>

Fri, May 10, 2019 at 9:59 AM

Travis Anderson, Ed.D.

Superintendent

Gallatin Gateway School

PO Box 265

Gallatin Gateway, MT 59730

[406.763.4415](tel:406.763.4415)-phone[406-763-4886](tel:406-763-4886)-faxwww.gallatingatewayschool.com (School Website)

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

From: **Nicole Grafel** <grafel@gallatingatewayschool.com>

Date: Fri, May 3, 2019 at 11:08 AM

Subject: Fwd: Attached Image

To: <teichrow@live.com>, Travis Anderson <anderson@gallatingatewayschool.com>

Here are the documents you requested on Homeless students. We have posted these so they are visible and available to families.

Thank you,

Nicole Grafel

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

From: <copier@gallatingatewayschool.com>

Date: Thu, May 2, 2019 at 3:26 PM


Subject: Attached Image

To: Nicole Grafel <grafel@gallatingatewayschool.com>

--

Thank you,

Nicole Grafel**Counselor, Spanish Teacher****Gallatin Gateway School**

 **1073_001.pdf**
283K

O'Connor, Jack <joconnor2@mt.gov>
To: Travis Anderson <anderson@gallatingatewayschool.com>

Fri, May 10, 2019 at 10:12 AM

Thanks, Travis. The OPI has accepted your correction to the finding, and the monitoring cycle is over. Have a fantastic weekend!

[Quoted text hidden]

The State of Montana

hereby certifies that

Gallatin Gateway School

has been granted

REGULAR

Accreditation Status for the **2018-2019** school year
by action of the Board of Public Education.



Superintendent of Public Instruction
Member, Board of Public Education



Chairperson,
Board of Public Education

The State of Montana

hereby certifies that

Gallatin Gateway 7-8

has been granted

REGULAR

Accreditation Status for the **2018-2019** school year
by action of the Board of Public Education.



Superintendent of Public Instruction
Member, Board of Public Education



Chairperson,
Board of Public Education

2018-2019 Accreditation Status Report
SYSTEM LEVEL SUMMARY

County: 16 Gallatin

System: 0512 Gallatin Gateway Elementary

School: 0486 Gallatin Gateway School

FINAL ACCREDITATION STATUS

REGULAR

School: 1702 Gallatin Gateway 7-8

FINAL ACCREDITATION STATUS

REGULAR

2018-2019 Accreditation Status Report
SCHOOL LEVEL DETAIL

County: 16 Gallatin

System: 0512 Gallatin Gateway Elementary

School: 0486 Gallatin Gateway School

FINAL ACCREDITATION STATUS

REGULAR

Assurance Standards Level

Regular

Student Performance Standards Level

Regular

Corrective Plan Required?

NO

Assurance Standards Level: Regular

There are no deviations for this school.

Student Performance Standards Level: Regular			
Graduation Rate	ELA	Math	Science
NA	Regular	Regular	Regular
<i>2018 Science Criterion Referenced Test (CRT) and SBAC ELA/Math for Elementary 2018 Science (CRT), 2018 Graduation Rate, and ACT ELA/Math for High Schools</i>			

2018-2019 Accreditation Status Report
SCHOOL LEVEL DETAIL

County: 16 Gallatin

System: 0512 Gallatin Gateway Elementary

School: 1702 Gallatin Gateway 7-8

FINAL ACCREDITATION STATUS

REGULAR

Assurance Standards Level

Regular

Student Performance Standards Level

Regular

Corrective Plan Required?

NO

Assurance Standards Level: Regular

There are no deviations for this school.

Student Performance Standards Level: Regular

Graduation Rate	ELA	Math	Science
NA	Regular	Regular	Regular
<i>2018 Science Criterion Referenced Test (CRT) and SBAC ELA/Math for Elementary 2018 Science (CRT), 2018 Graduation Rate, and ACT ELA/Math for High Schools</i>			

2017-18 State Report Card



Licensed K-12 Staff & Paraprofessionals: 15,273

Public School Districts: 409

Public Schools: 822

Student Enrollment: 146,772



Montana Accountability System

As required under the Every Student Succeeds Act (ESSA), Montana developed an accountability system to meaningfully differentiate schools by the support needed.

Schools are identified as one of the following:

- Comprehensive Support & Improvement (CSI) Schools
- Targeted Support & Improvement (TSI) Schools
- Universal Support Schools

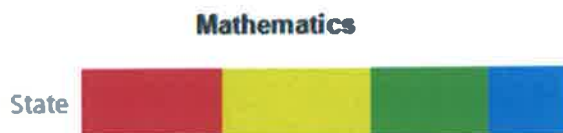
Due to rounding, percentages on each page may not add up to 100%.

An asterisk (*) indicates that number has been suppressed for student privacy and security reasons (Privacy & Security Details).

[Report Card Definitions & Methodology](#)

[Click here for more detail about Accountability](#)

Student Achievement Scores



	Novice	Nearing Proficient	Proficient	Advanced
State	29%	30%	24%	17%



	Novice	Nearing Proficient	Proficient	Advanced
State	26%	24%	31%	19%



	Novice	Nearing Proficient	Proficient	Advanced
State	11%	28%	42%	18%

■ Novice
 ■ Nearing Proficient
 ■ Proficient
 ■ Advanced

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Student Achievement Progress Scores

% of students showing progress in Reading



State

% of students showing progress in Mathematics



State

% of English Learners showing progress toward English proficiency



State

% of students graduating high school in four years



State

[Click for more information](#)

% of students who are college or career ready



State

[Click for more information](#)

English Learners

English Learners **3,111**

% Achieved Proficiency **2 %**

% Students Showing Progress on the EL Assessment **35 %**

School Attendance

% of students with at least 95% attendance for the entire school year



State

Educator Qualifications

[Click here for details on Educator Qualifications \(inexperienced educators, emergency provisional licenses, educators working out of field\)](#)

School Quality, Climate, and Safety

Source: Civil Rights Data Collection as published by the US Department of Education Office of Civil Rights.

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School Finance

Data on school level expenditures for 2017-18 was not required to be reported. School level expenditures for 2018-19 will be reported on the 2018-19 Report Card.

School Improvement Funds

Comprehensive Support & Improvement Schools receive funding to support academic and systems change. As part of the schools' continuous improvement cycle, improvement strategies are tailored to the specific needs of the students, schools, and community. The ESSA Plan requires that these schools identify the specific strategies for which funds were used. Comprehensive Schools receiving school improvement funds were identified in 2018. Funds were used to implement strategies in 2018-2019.

District	School	Funding	Strategies
Pryor Elem	Arrow Creek Elem School	\$22,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Purchase interventions with strong to moderate evidence Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day
	Pryor 7-8	\$22,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Purchase interventions with strong to moderate evidence Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day
Hardin Elem	Crow Agency School	\$54,000	Instructional Consultant monthly on-site support Reading Mastery Intervention Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings
Lodge Grass Elem	Lodge Grass School	\$36,000	Instructional Consultant monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development during the contract day Summer school materials and trips Supplies and materials for professional development Title I conference travel
	Lodge Grass 7-8	\$36,000	Instructional Consultant monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings School Administrators of Montana Leaders Professional Learning Program Substitutes for professional development during the contract day Summer school materials and trips Supplies and materials for professional development Title I conference travel

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<u>Wyola Elem</u>	<u>Wyola School</u>	\$39,500	Attend math professional development conference Instructional Consultant monthly on-site support Purchase local assessment for progress monitoring Purchase math intervention with strong to moderate evidence Purchase professional development for Go Math! Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Supplies for a community literacy night
	<u>Wyola 7-8</u>	\$39,500	Attend math professional development conference Instructional Consultant monthly on-site support Purchase local assessment for progress monitoring Purchase math intervention with strong to moderate evidence Purchase professional development for Go Math! Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings School Administrators of Montana Leaders Professional Learning Program Supplies for a community literacy night
<u>Browning Elem</u>	<u>Babb School</u>	\$12,550	Instructional Consultant monthly on-site support Math Consultant for monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Stipends for professional development outside the contract day and Saturdays Supplies and resources for professional development
	<u>KW-VC Elementary</u>	\$12,550	Instructional Consultant monthly on-site support Math Consultant for monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Stipends for professional development outside the contract day and Saturdays Supplies and resources for professional development
	<u>Napi School</u>	\$12,550	Instructional Consultant monthly on-site support Math Consultant for monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Stipends for professional development outside the contract day and Saturdays Supplies and resources for professional development
	<u>Browning Middle School</u>	\$12,550	Instructional Consultant monthly on-site support Math Consultant for monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Stipends for professional development outside the contract day and Saturdays

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	<u>Browning Elementary</u>	\$12,550	Supplies and resources for professional development Instructional Consultant monthly on-site support Math Consultant for monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Stipends for professional development outside the contract day and Saturdays Supplies and resources for professional development
<u>Browning H S</u>	<u>Browning High School</u>	\$34,550	Instructional Consultant monthly on-site support Math Consultant for monthly on-site support Purchase intervention with strong to moderate Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings
<u>Dupuyer Elem</u>	<u>Dupuyer School</u>	\$34,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Purchase interventions with strong to moderate evidence Purchase iReady professional development Purchase technology Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Stipends for professional development outside the contract day
<u>Victor K-12 Schools</u>	<u>Victor School</u>	\$49,000	Instructional Consultant monthly on-site support Materials and supplies for professional development Milepost Student Achievement Purchase interventions with strong to moderate evidence Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings STAR 360 Substitutes for administering SBAC Interim
<u>Poplar Elem</u>	<u>Poplar 5-6 School</u>	\$24,000	Instructional Consultant monthly on-site support Purchase books Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day
	<u>Poplar School</u>	\$26,500	Instructional Consultant monthly on-site support Purchase books Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day
	<u>Poplar 7-8</u>	\$24,000	Instructional Consultant monthly on-site support Purchase books Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team

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			<p>Trainings</p> <p>Substitutes for professional development outside the contract day</p>
<u>Poplar H S</u>	<u>Poplar High School</u>	\$39,500	<p>AdvancEd improvement services</p> <p>Instructional Consultant monthly on-site support</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p> <p>School Administrators of Montana Leaders Professional Learning Program</p> <p>Stipends for professional development outside the contract day</p>
<u>Wolf Point H S</u>	<u>Wolf Point High School</u>	\$54,000	<p>ACT Aspire</p> <p>ACT Bootcamp</p> <p>EPI Yellowstone Credit Recovery</p> <p>Instructional Consultant monthly on-site support</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p> <p>Tutor for lunch and after school</p>
<u>Brockton Elem</u>	<u>Barbara Gilligan School</u>	\$14,750	<p>Instructional Consultant monthly on-site support</p> <p>Purchase of intervention with strong to moderate evidence</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p> <p>Stipends for professional development outside the contract day</p> <p>Substitutes for professional development during the contract day</p>
	<u>Barbara Gilligan 7-8</u>	\$14,750	<p>Instructional Consultant monthly on-site support</p> <p>Purchase of intervention with strong to moderate evidence</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p> <p>Stipends for professional development outside the contract day</p> <p>Substitutes for professional development during the contract day</p>
<u>Brockton H S</u>	<u>Brockton High School</u>	\$27,000	<p>Instructional Consultant monthly on-site support</p> <p>On-site Math Consultant Training</p> <p>Purchase of intervention with strong to moderate evidence</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p> <p>School Administrators of Montana Leaders Professional Learning Program</p> <p>Substitutes for professional development during the contract day</p>
<u>Lame Deer Elem</u>	<u>Lame Deer School</u>	\$28,500	<p>Instructional Consultant monthly on-site support</p> <p>Purchase Saxon Math curriculum</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p>
	<u>Lame Deer 7-8</u>	\$28,500	<p>Instructional Consultant monthly on-site support</p> <p>Purchase Saxon Math curriculum</p> <p>Reimbursement of travel to application workshop</p> <p>Reimbursement of travel to Fall and Spring School Leadership Team Trainings</p>

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<u>Ashland Elem</u>	<u>Ashland School</u>	\$43,250	Instructional Consultant monthly on-site support Purchase interventions with strong to moderate evidence Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day Supplies and materials
	<u>Ashland 7-8</u>	\$42,000	Instructional Consultant monthly on-site support Purchase interventions with strong to moderate evidence Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day Supplies and materials
<u>Absarokee H S</u>	<u>Absarokee High School</u>	\$31,500	Additional Teacher Aide Instructional Consultant monthly on-site support Professional development supplies and materials Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Summer School Teacher
<u>Frazer H S</u>	<u>Frazer High School</u>	\$44,000	ACT Online Support Instructional Consultant monthly on-site support Math Curriculum On-site Math Consultant Training Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings SBAC Interim Assessment supplies and materials Stipends for meetings outside contract day
<u>Lodge Grass H S</u>	<u>Lodge Grass High School</u>	\$52,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development during the contract day Supplies and materials for professional development
<u>Yellowstone Academy Elem</u>	<u>Yellowstone Academy 7-8</u>	\$34,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings
<u>Rocky Boy Elem</u>	<u>Rocky Boy School</u>	\$23,500	Instructional Consultant monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development during the contract day
	<u>Rocky Boy 7-8</u>	\$23,500	Instructional Consultant monthly on-site support Reimbursement of travel to application workshop

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<u>Hays-Lodge Pole K-12 Schls</u>	<u>Lodge Pole School</u>	\$23,000	Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development during the contract day Instructional Consultant monthly on-site support On-site Math Consultant Training Professional development on direct instruction Purchase local assessments for progress monitoring Purchase materials and supplies for professional development Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings
	<u>Hays-Lodge Pole High Sch</u>	\$23,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Professional development on direct instruction Purchase local assessments for progress monitoring Purchase materials and supplies for professional development Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings
	<u>Hays-Lodge Pole 7-8</u>	\$23,000	Instructional Consultant monthly on-site support On-site Math Consultant Training Professional development on direct instruction Purchase local assessments for progress monitoring Purchase materials and supplies for professional development Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings
<u>Plenty Coups H S</u>	<u>Plenty Coups High School</u>	\$37,000	Instructional Consultant monthly on-site support Purchase interventions with strong to moderate evidence Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings School Administrators of Montana Leaders Professional Learning Program Substitutes for professional development outside the contract day
<u>Heart Butte K-12 Schools</u>	<u>Heart Butte Elementary</u>	\$20,500	Instructional Consultant monthly on-site support On-site Math Consultant Training Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day
	<u>Heart Butte High School</u>	\$20,500	Instructional Consultant monthly on-site support On-site Math Consultant Training Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings School Administrators of Montana Leaders Professional Learning Program Substitutes for professional development outside the contract day
	<u>Heart Butte 6-8</u>	\$18,000	Instructional Consultant monthly on-site support On-site Math Consultant Training

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<u>Rocky Boy H S</u>	<u>Rocky Boy High School</u>	\$58,500	Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings Substitutes for professional development outside the contract day Instructional Consultant monthly on-site support Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings School Administrators of Montana Leaders Professional Learning Program Substitutes for professional development during the contract day
<u>Lame Deer H S</u>	<u>Lame Deer High School</u>	\$69,500	Instructional Consultant monthly on-site support On-site Math Consultant Training Reimbursement of travel to application workshop Reimbursement of travel to Fall and Spring School Leadership Team Trainings School Administrators of Montana Leaders Professional Learning Program

National Assessment of Educational Progress (NAEP)

			Below Basic	Basic	Proficient	Advanced
All Students						
All Students	Math Grade 4	Montana	17%	42%	35%	6%
		National	21%	39%	32%	8%
	Math Grade 8	Montana	24%	39%	29%	8%
		National	31%	36%	24%	10%
	Reading Grade 4	Montana	30%	32%	30%	8%
		National	33%	31%	27%	9%
	Reading Grade 8	Montana	21%	44%	32%	3%
		National	25%	41%	31%	4%
Race/Ethnicity						
Hispanic	Math Grade 4	Montana	25%	50%	23%	2%
		National	30%	44%	23%	3%
	Math Grade 8	Montana	37%	40%	20%	3%
		National	43%	37%	16%	3%
	Reading Grade 4	Montana	30%	33%	28%	8%
		National	46%	32%	18%	4%
	Reading Grade 8	Montana	28%	47%	24%	1%
		National	34%	44%	21%	1%
American Indian or Alaskan Native	Math Grade 4	Montana	43%	44%	12%	0%
		National	31%	44%	22%	3%
	Math Grade 8	Montana	52%	34%	13%	1%
		National	43%	38%	15%	4%

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	Reading Grade 4	Montana	58%	29%	10%	3%
		National	51%	28%	18%	3%
	Reading Grade 8	Montana	43%	43%	14%	0%
		National	37%	42%	20%	1%
Asian	Math Grade 4	Montana	0%	0%	0%	0%
		National	8%	25%	41%	26%
	Math Grade 8	Montana	0%	0%	0%	0%
		National	12%	24%	32%	32%
	Reading Grade 4	Montana	0%	0%	0%	0%
		National	16%	25%	36%	22%
Reading Grade 8	Montana	0%	0%	0%	0%	
	National	13%	30%	45%	12%	
Black or African American	Math Grade 4	Montana	0%	0%	0%	0%
		National	37%	44%	17%	2%
	Math Grade 8	Montana	0%	0%	0%	0%
		National	53%	34%	11%	2%
	Reading Grade 4	Montana	0%	0%	0%	0%
		National	50%	31%	16%	3%
	Reading Grade 8	Montana	0%	0%	0%	0%
		National	41%	42%	16%	1%
Native Hawaiian or Other Pacific Islander	Math Grade 4	Montana	0%	0%	0%	0%
		National	30%	43%	23%	4%
	Math Grade 8	Montana	0%	0%	0%	0%
		National	38%	39%	18%	5%
	Reading Grade 4	Montana	0%	0%	0%	0%
		National	44%	30%	22%	4%
	Reading Grade 8	Montana	0%	0%	0%	0%
		National	36%	41%	21%	2%
White	Math Grade 4	Montana	13%	41%	40%	7%
		National	12%	37%	40%	11%
	Math Grade 8	Montana	19%	39%	33%	9%
		National	20%	37%	30%	13%
	Reading Grade 4	Montana	26%	33%	33%	9%
		National	22%	32%	34%	12%
	Reading Grade 8	Montana	17%	44%	35%	3%
		National	17%	40%	39%	5%
Multi-Racial	Math Grade 4	Montana	18%	45%	31%	6%

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		National	16%	39%	34%	10%
	Math Grade 8	Montana	40%	39%	18%	4%
		National	28%	36%	24%	12%
	Reading Grade 4	Montana	36%	29%	30%	5%
		National	28%	32%	29%	11%
	Reading Grade 8	Montana	26%	47%	25%	2%
		National	20%	41%	35%	5%
Gender						
Female	Math Grade 4	Montana	17%	43%	35%	5%
		National	21%	42%	31%	7%
	Math Grade 8	Montana	24%	39%	29%	7%
		National	31%	37%	24%	9%
	Reading Grade 4	Montana	29%	32%	30%	9%
		National	30%	32%	28%	10%
	Reading Grade 8	Montana	15%	42%	38%	5%
		National	20%	40%	35%	5%
Male	Math Grade 4	Montana	17%	40%	36%	7%
		National	21%	37%	32%	9%
	Math Grade 8	Montana	24%	38%	30%	8%
		National	31%	34%	23%	11%
	Reading Grade 4	Montana	32%	32%	29%	7%
		National	36%	30%	25%	8%
	Reading Grade 8	Montana	26%	46%	27%	1%
		National	29%	41%	27%	3%
English Learner						
Yes	Math Grade 4	Montana	59%	37%	4%	0%
		National	47%	39%	13%	2%
	Math Grade 8	Montana	0%	0%	0%	0%
		National	71%	23%	5%	1%
	Reading Grade 4	Montana	79%	14%	7%	0%
		National	68%	23%	8%	1%
	Reading Grade 8	Montana	0%	0%	0%	0%
		National	68%	27%	5%	0%
No	Math Grade 4	Montana	16%	42%	36%	6%
		National	18%	39%	34%	9%
	Math Grade 8	Montana	23%	39%	30%	8%
		National	28%	36%	25%	10%

Due to rounding, percentages on each page may not add up to 100%.

An asterisk (*) indicates that number has been suppressed for student privacy and security reasons ([Privacy & Security Details](#)).

	Reading Grade 4	Montana	29%	33%	30%	8%
		National	29%	32%	29%	10%
	Reading Grade 8	Montana	20%	44%	33%	3%
		National	22%	41%	33%	4%
Students With Disability						
Yes	Math Grade 4	Montana	51%	37%	11%	1%
		National	55%	31%	12%	2%
	Math Grade 8	Montana	72%	22%	5%	1%
		National	74%	20%	5%	1%
	Reading Grade 4	Montana	77%	14%	8%	1%
		National	71%	18%	9%	2%
	Reading Grade 8	Montana	64%	32%	4%	0%
		National	66%	27%	7%	0%
No	Math Grade 4	Montana	13%	42%	39%	7%
		National	16%	41%	34%	9%
	Math Grade 8	Montana	18%	41%	33%	9%
		National	26%	37%	26%	11%
	Reading Grade 4	Montana	24%	34%	33%	9%
		National	28%	33%	29%	10%
	Reading Grade 8	Montana	15%	46%	36%	3%
		National	20%	42%	34%	4%
Economic Disadvantage						
Yes	Math Grade 4	Montana	25%	45%	27%	3%
		National	31%	44%	22%	3%
	Math Grade 8	Montana	16%	38%	35%	11%
		National	45%	37%	15%	3%
	Reading Grade 4	Montana	43%	32%	21%	5%
		National	46%	32%	18%	3%
	Reading Grade 8	Montana	29%	46%	24%	1%
		National	36%	43%	20%	1%
No	Math Grade 4	Montana	9%	38%	44%	9%
		National	9%	33%	43%	14%
	Math Grade 8	Montana	35%	40%	21%	4%
		National	17%	34%	32%	16%
	Reading Grade 4	Montana	18%	32%	38%	11%
		National	18%	30%	37%	15%
	Reading Grade 8	Montana	15%	42%	39%	4%

Due to rounding, percentages on each page may not add up to 100%.

An asterisk (*) indicates that number has been suppressed for student privacy and security reasons (Privacy & Security Details).

	National	14%	38%	42%	7%
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2017-18 District Report Card



Gallatin Gateway Elem

100 Mill Street
Gallatin Gateway, MT 59730

Grades Served: K - 8

Student Enrollment: 151

Montana Accountability System

As required under the Every Student Succeeds Act (ESSA), Montana developed an accountability system to meaningfully differentiate schools by the support needed.

Schools are identified as one of the following:

- [Comprehensive Support & Improvement \(CSI\) Schools](#)
- [Targeted Support & Improvement \(TSI\) Schools](#)
- [Universal Support Schools](#)

Schools Within District

Click below for detailed information about each school

- [Gallatin Gateway 7-8](#)
- [Gallatin Gateway School](#)

Due to rounding, percentages on each page may not add up to 100%.

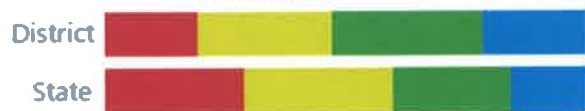
An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy & Security Details](#)).

Report Card Definitions & Methodology

[Click here for more detail about Accountability](#)

Student Achievement Scores

Mathematics



	Novice	Nearing Proficient	Proficient	Advanced
District	19%	28%	31%	22%
State	29%	30%	24%	17%

Reading



	Novice	Nearing Proficient	Proficient	Advanced
District	18%	33%	33%	17%
State	26%	24%	31%	19%

Science



	Novice	Nearing Proficient	Proficient	Advanced
District	0%	14%	68%	18%
State	11%	28%	42%	18%

Due to rounding, percentages on each page may not add up to 100%.

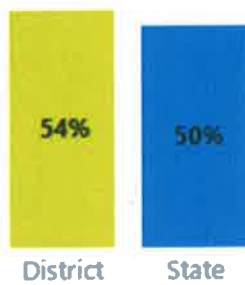
An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy and Security Details](#)).

■ Novice
 ■ Nearing Proficient
 ■ Proficient
 ■ Advanced

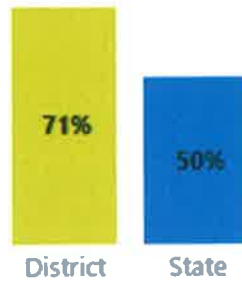
[Click here for more detail about Student Achievement](#)

Student Achievement Progress Scores

% of students showing progress in Reading



% of students showing progress in Mathematics



% of English Learners showing progress toward English proficiency



English Learners

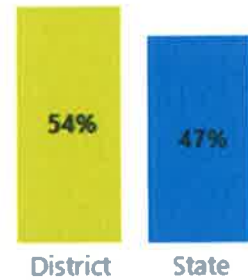
English Learners *

% Achieved Proficiency *

% Students Showing Progress on the EL Assessment *

School Attendance

% of students with at least 95% attendance for the entire school year



Educator Qualifications

[Click here for details on Educator Qualifications \(inexperienced educators, emergency provisional licenses, educators working out of field\)](#)

School Quality, Climate, and Safety

Source: [Civil Rights Data Collection as published by the US Department of Education Office of Civil Rights.](#)

An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy & Security Details](#)).

[Click here for details on Montana Civil Rights Data Collection](#)

School Finance

Data on school level expenditures for 2017-18 was not required to be reported. School level expenditures for 2018-19 will be reported on the 2018-19 Report Card.

Due to rounding, percentages on each page may not add up to 100%.

An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy and Security Details](#)).

2017-18 School Report Card



Gallatin Gateway School

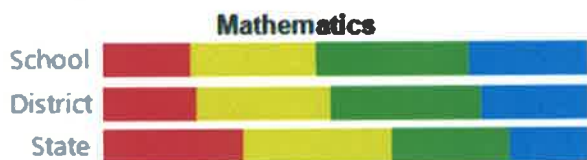
100 Mill Street
Gallatin Gateway, MT 59730

Grades Served: PK-6
Student Enrollment: 134

Montana Accountability System	School Identification
<p>As required under the Every Student Succeeds Act (ESSA), Montana developed an accountability system to meaningfully differentiate schools by the support needed.</p> <p>Schools are identified as one of the following:</p> <ul style="list-style-type: none"> Comprehensive Support & Improvement (CSI) Schools Targeted Support & Improvement (TSI) Schools Universal Support Schools 	<h3>Universal Support</h3> <p>Report Card Definitions & Methodology</p> <p>Due to rounding, percentages on each page may not add up to 100%. An asterisk (*) indicates this number has been suppressed for student privacy and security reasons (Privacy & Security Details).</p>

[Click here for more detail about Accountability](#)

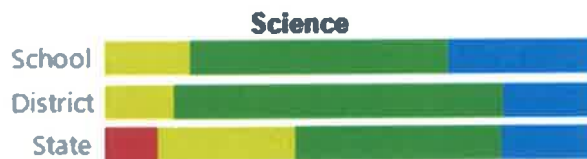
Student Achievement Scores



	Novice	Nearing Proficient	Proficient	Advanced
School	18%	26%	31%	25%
District	19%	28%	31%	22%
State	29%	30%	24%	17%



	Novice	Nearing Proficient	Proficient	Advanced
School	18%	32%	31%	19%
District	18%	33%	33%	17%
State	26%	24%	31%	19%



	Novice	Nearing Proficient	Proficient	Advanced
School	0%	18%	53%	29%
District	0%	14%	68%	18%
State	11%	28%	42%	18%

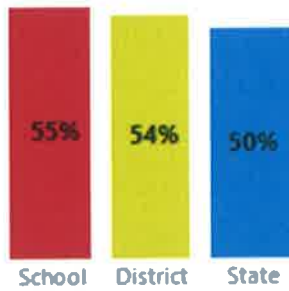
■ Novice
 ■ Nearing Proficient
 ■ Proficient
 ■ Advanced

[Click here for more detail about Student Achievement](#)

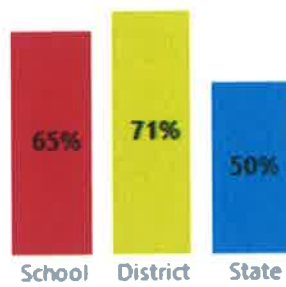
Due to rounding, percentages on each page may not add up to 100%. An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy & Security Details](#)).

Student Achievement Progress Scores

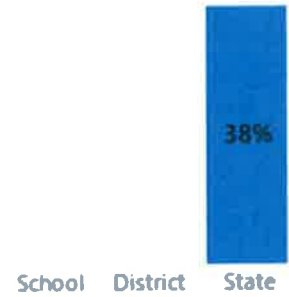
% of students showing progress in Reading



% of students showing progress in Mathematics



% of English Learners showing progress toward English proficiency

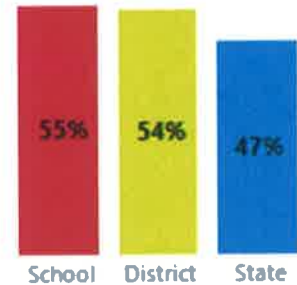


English Learners

# English Learners	*
% Achieved Proficiency	*
% Students Showing Progress on the EL Assessment	*

School Attendance

% of students with at least 95% attendance for the entire school year



Educator Qualifications

[Click here for details on Educator Qualifications \(inexperienced educators, emergency provisional licenses, educators working out of field\)](#)

School Quality, Climate, and Safety

Source: Civil Rights Data Collection as published by the US Department of Education Office of Civil Rights.

An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy & Security Details](#)).

[Click here for details on Montana Civil Rights Data Collection](#)

School Finance

Data on school level expenditures for 2017-18 was not required to be reported. School level expenditures for 2018-19 will be reported on the 2018-19 Report Card.

Due to rounding, percentages on each page may not add up to 100%.

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2017-18 School Report Card



Gallatin Gateway 7-8

100 Mill Street
Gallatin Gateway, MT 59730

Grades Served: 7-8
Student Enrollment: 17

Montana Accountability System

As required under the Every Student Succeeds Act (ESSA), Montana developed an accountability system to meaningfully differentiate schools by the support needed.

Schools are identified as one of the following:

- Comprehensive Support & Improvement (CSI) Schools
- Targeted Support & Improvement (TSI) Schools
- Universal Support Schools

[Click here for more detail about Accountability](#)

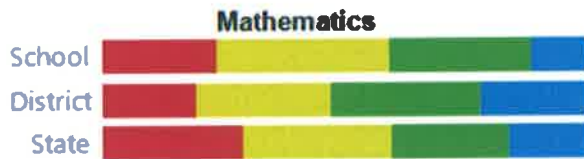
School Identification

Universal Support

Report Card Definitions & Methodology

Due to rounding, percentages on each page may not add up to 100%. An asterisk (*) indicates this number has been suppressed for student privacy and security reasons (Privacy & Security Details).

Student Achievement Scores



	Novice	Nearing Proficient	Proficient	Advanced
School	24%	35%	29%	12%
District	19%	28%	31%	22%
State	29%	30%	24%	17%



	Novice	Nearing Proficient	Proficient	Advanced
School	18%	35%	41%	6%
District	18%	33%	33%	17%
State	26%	24%	31%	19%



	Novice	Nearing Proficient	Proficient	Advanced
School	0%	9%	91%	0%
District	0%	14%	68%	18%
State	11%	28%	42%	18%

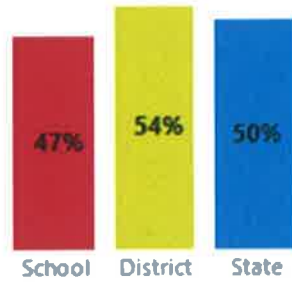
■ Novice
 ■ Nearing Proficient
 ■ Proficient
 ■ Advanced

[Click here for more detail about Student Achievement](#)

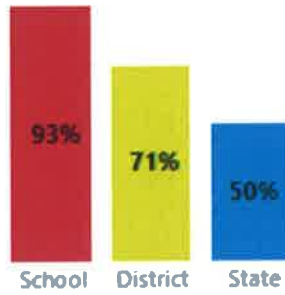
Due to rounding, percentages on each page may not add up to 100%. An asterisk (*) indicates this number has been suppressed for student privacy and security reasons (Privacy & Security Details).

Student Achievement Progress Scores

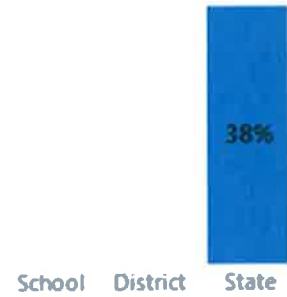
% of students showing progress in Reading



% of students showing progress in Mathematics



% of English Learners showing progress toward English proficiency

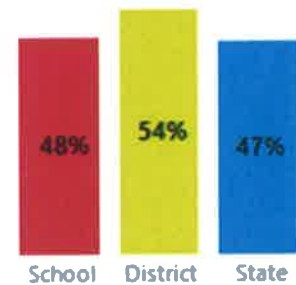


English Learners

# English Learners	*
% Achieved Proficiency	*
% Students Showing Progress on the EL Assessment	*

School Attendance

% of students with at least 95% attendance for the entire school year



Educator Qualifications

[Click here for details on Educator Qualifications](#) (inexperienced educators, emergency provisional licenses, educators working out of field)

School Quality, Climate, and Safety

Source: Civil Rights Data Collection as published by the US Department of Education Office of Civil Rights.

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[Click here for details on Montana Civil Rights Data Collection](#)

School Finance

Data on school level expenditures for 2017-18 was not required to be reported. School level expenditures for 2018-19 will be reported on the 2018-19 Report Card.

Due to rounding, percentages on each page may not add up to 100%.

An asterisk (*) indicates this number has been suppressed for student privacy and security reasons ([Privacy & Security Details](#)).



School Inspection Report

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

**February 13th
2019**

Kevin Smith

*Loss Control
Specialist*



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

Dear Mr. Anderson:

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

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

Recommendation One

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

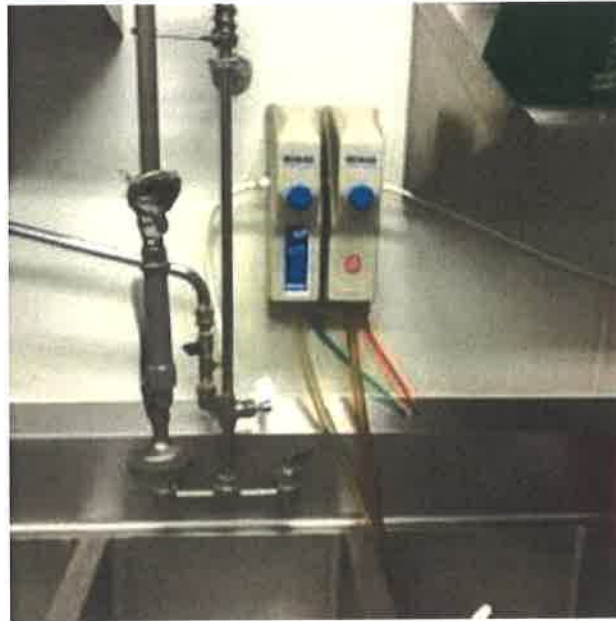


Recommendation Two



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





When should equipment be inspected and maintained?

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

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

Recommendation Three

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

Kitchen Area



Recommendation Four

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



Recommendation Five

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





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

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

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

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

Kevin Smith

PayneWest
Insurance

1108 Livingston Ave,
Helena, MT 59601

Kevin Smith

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

kjsmith@paynewest.com

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



September 26, 2016

Gallatin Gateway Public Schools
Dr. Travis Anderson
P.O. Box 265
Gallatin Gateway, MT 59730

Dear Dr. Anderson,

Thank you for meeting with me last Wednesday to discuss your district's insurance coverages and being able to answer questions and concerns that you might have had with your MSPLIP plan. I also enjoyed visiting with Carrie, your district clerk. We then performed a visual inspection of your facilities on September 21, 2016. The suggestions listed below are in an effort to minimize potential accidents and school liability. We ask that this information also be shared with your maintenance staff and the members of your school board. All actions undertaken by the district to minimize risk are encouraged and appreciated.

Recommendation One



I recommend that the district contact their local first aid supply company to restock the first aid kit located in the practice gym near the school kitchen.

Recommendation Two



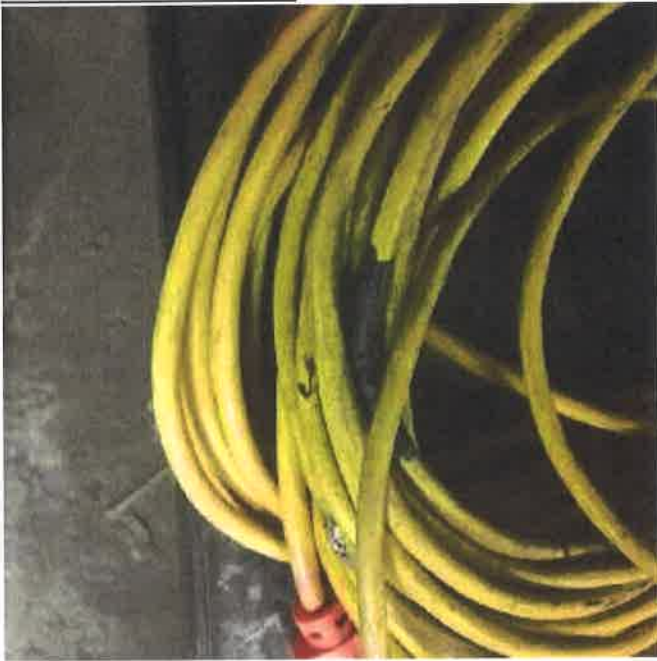
I recommend moving the fire extinguisher located in the kitchen to an accessible area. Fire extinguishers should be mounted and stored in a readily accessible location and clearly marked. They need to be mounted 42 inches from the ground. Students/faculty should know the location of all extinguishers. In the unfortunate event of an emergency they need to be easily accessible and always located in the same spot. Try to avoid storing anything in front of a fire extinguisher which might get in the way for easy access. Fire extinguishers should also be inspected at least once a month by employees and tested once a year by a certified person. Monthly checks can be documented on the back of the extinguisher or in a log book.

Recommendation Three



On the day of our inspection, equipment was impeding access to the emergency exit on the east side of the building. It appears that this may occur regularly since there is limited storage in this area of the building and that this was occurring last year during my visit. I recommend that you instruct the coaches and teachers that they cannot, under any circumstances, block or congest this emergency exit. It must remain totally accessible at all times.

Recommendation Four



I recommend that all damaged extension cords be discarded if they are not being repaired by a certified electrician. Damaged cords can create a fire or electrocution hazard if not properly repaired. On this day, you disposed of the damaged cord.

Recommendation Five



I recommend checking to ensure that the electrical conduit and outlets in the science classroom near the sink be protected on a GFCI breaker. All outlets that are at least two feet or closer to a sink should be equipped with a Ground Fault Circuit Interrupter (GFCI). A GFCI prevents current from flowing through your body from the hot side of the power to ground instead of flowing from the hot side through an appliance and back to the neutral side of the power outlet.

Recommendation Six



I would recommend inspecting the S-hooks that are attached to the swings. All hooks, such as C-hooks and S-hooks, should be closed. A hook is considered closed if there is not a gap or space greater than .04 inches, about the thickness of a dime.

Overall your school is very well kept. However, it would be beneficial to address the potential risks listed above. Thanks again for allowing me the opportunity to visit your school.

As with all the schools in the insurance pool, if you have any questions or needs related to risk, liability, or safety please do not hesitate to contact your agent or myself. I can be reached either at asipes@paynewest.com or by calling (406) 321-0311.

Our loss prevention service is advisory only. This advice is based solely on the hazards that were present on the date indicated, and we cannot guarantee that every existing hazard was observed. Again thank you for your time and I look forward to visiting again.

Sincerely,

Allan Sipes

Allan Sipes, CSRM
Loss Control Specialist

Agenda Item- Consider 2019-2020 Property/Liability Insurance

Background Information:

Our current agreement with Payne West Insurance is up for renewal. In an effort to be as efficient as possible with district resources, Gallatin Gateway School District #35 contacted Payne West, MSGIA, First West, and Leavitt Group to provide insurance plan proposals. Payne West and MSGIA were the only two who provided the district an estimate.

Both plans contain unique aspects and would both adequately meet the needs of the district. After carefully reviewing the two proposals, the Superintendent and Business Manager are prepared to make a recommendation to the Board that the proposal from MSGIA be the approved insurance plan.

Rationale:

- The plan submitted by MSGIA has a premium for the 2019-2020 school year of \$15,394. The plan submitted by Payne West has a premium for the 2019-2020 school year of \$19,218. Thus representing a savings of \$3,824.
- The plan from MSGIA provides a larger access to the online training via Safe Schools. The district has used this platform to provide professional development to staff. This is a good program and having access to more will be a benefit to the district.
- The MSGIA plan includes MTSBA attorneys as pre-approved defense attorneys. The district frequently uses MTSBA attorneys and it represents a benefit to continue using them once it is deemed by insurance.
- The MSGIA plan also includes an annual 2 hour Board training with a MTSBA attorney.
- The MSGIA plan includes several additional useful components including: Firestorm Crisis Management and Open-Source Social Media Monitoring, a data breach incident response plan, and free property appraisals every five (5) years, annual boiler inspections.

Recommended Motion:

to approve the 2019-2020 Property & Liability Insurance Proposal submitted by MSGIA.



Gallatin Gateway School District 2019 MSPLIP Insurance Proposal

Brandy Garber <bgarber@paynewest.com>

Wed, May 1, 2019 at 5:00 PM

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

Cc: Rody Holman <RHolman@paynewest.com>, Kelsey Langemo <klangemo@paynewest.com>

Good Afternoon Travis, Carrie and Gallatin Gateway School District,

Enclosed is our proposal as requested for policy year 7-1-19 to 7-1-20. The annual premium is outlined on page 7 of the proposal. The total annual premium for 2019/2020 is \$19,218 with limits written at \$2,000,000 occurrence/\$4,000,000 annual aggregate on a stand-alone policy for Gallatin Gateway School District. We will be dissolving the rural joint boards with our policy renewal this year and writing each individual school district on their own policy. This is good news for your district as you will no longer be sharing policy limits with other school districts. This year, your total insured property value is being increased from \$6,155,000 to \$7,296,094. This increase is due a recommended property value evaluated by Travelers Insurance company. New construction costs and inflation are forcing building value adjustments by property insurance carriers nationwide. The total insured building value for the district was increased by \$1,141,094.

Below is the rate history for the past five years including this year's proposed premium:

19/20 - \$19,218

18/19 - \$21,354

17/19 - \$20,145

16/17 - \$19,095

15/16 - \$18,014

The school district's loss ratio has dropped significantly this year to 7.62%. In 2017 your loss ratio was 60.25% and in 2018 it was 56.54%. This large decrease was due to the 1/8/14 E&O claim dropping off of your loss history. Because of this significant decrease, we have applied a premium credit to your account this year.

Here are some key points of coverage in our plan that set us apart from other carriers:

1. Page 11, sexual abuse and molestation (no sublimit applies) \$2,000,000 coverage limit
2. Disaster management - \$1,000,000 covers natural disasters, violent assailant and catastrophic events (not just exclusive to just active shooter)
3. Business Travel covers all employees, trustees, and volunteers while traveling on school related business
4. Loss control inspection reports – copies attached
5. Non-assessable program – see link below for an article that clarifies exposures to public entities in assessable insurance pools.

We have planned for our Program Manager, Rody Holman, to be at your 5/15/19 board meeting to present this proposal and go over coverages and answer questions the board may have regarding your insurance plan. Please confirm if you would like us to be present at your meeting so we can shore up our scheduling.

The MSPLIP school program has been in existence since 1995 and the Gallatin Gateway School District has been a valued member since 1998. We look forward to our continued relationship with your school district. Please contact us if you have questions or need additional information.

Sincerely

PayneWest Insurance

1108 Livingston Ave.
Helena, MT 59601

Brandy Garber, AIC, AINS, CISR

Program Administrator, MT Schools Property & Liability Ins. Plan

bgarber@paynewest.com
(406) 457-4545
Tell us how we're doing.

4 attachments



2019 Insurance Proposal - Gallatin Gateway.docx
1084K



Gallatin Gateway School District 09-21-16.pdf
158K



School Program Loss Gallatin Gateway.pdf
2391K



List of Services Provided to Gallatin Gateway 2019.pdf
516K

Insurance Proposal


Gallatin Gateway School District

7/1/19 – 7/1/20

Presented By:

Rody Holman, CIC, MBA, Program Manager

Kelsey Langemo, Account Manager



**MONTANA
SCHOOLS**
PROPERTY & LIABILITY
INSURANCE PLAN

**Montana Schools
Property & Liability Insurance Plan**

1108 Livingston Avenue
PO Box 6127
Helena, Montana 59604
(406) 442-8010
www.MSPLIP.com

MSPLIP Program Staff

Rody Holman, CIC, MBA - Program Manager
Brandy Garber, AIC, AINS - Claims/Program Administrator
Kelsey Langemo - Account Manager
Brodie Loushin - Senior Risk Control Specialist
Kevin Smith - Marketing/Loss Control Specialist

ADVANTAGES

MONTANA SCHOOLS PROPERTY AND LIABILITY INSURANCE PLAN

Non-assessable program – Our program is a non-assessable, *guaranteed cost* program. Other programs have “special assessment” or “assessment clause” provisions whereby a district could be assessed a special assessment beyond its initial insurance premium, *at any time*, by the program should the program suffer a significant financial downturn. The MSPLIP program *does not* operate with “special assessment” or “assessment clause” language, thus providing Montana school districts guaranteed cost coverage, eliminating a significant potential financial risk for Montana school districts.

Exclusively Endorsed Program – Our program is *exclusively* endorsed by the Montana Association of School Business Officials (*MASBO*) and the Montana Rural Education Association (*MREA*). MASBO, Montana’s leading organization of school business officials, is dedicated to training and supporting the business operations in Montana Schools. MREA is an organization that represents all aspects of the K-12 public education system in rural Montana. Our program also enjoys a partnership with School Administrators of Montana (*SAM*), the purpose of which is to mutually promote the interests of both organizations.

Established in 1995, we are the industry leader in school insurance in Montana with over 50 years of combined school insurance experience. Our program provides long term rate stability for its members which minimize volatile rate adjustments from one year to another.

Dedicated claims processing center located at the PayneWest Insurance office in Helena handling only claims for Montana schools and special educational cooperatives.

Specialized liability release forms tailored to school districts -These include field trip forms, facility use agreements, bus contractor agreements, subcontractor forms, open gym, rental agreements and many others.

Significant opportunity for future premium credits based on a member’s participation in the program and loss history. To date the Plan has returned over \$3.2 million dollars back to its members.

Safe PUPIL Bus Driver and School Safety Program – This program is offered *free of charge* to our program members. Your bus drivers can obtain their 15 hours of required annual training on this site and you can also utilize the site library for your entire staff’s safety education needs.

Safety Newsletter – Monthly newsletter that addresses property maintenance issues as well as safety issues/concerns for district students and employees.

Customized risk management services provided at your district to meet your specific loss/safety needs

which can include staff in-service workshops.

Free risk management training modules to the Plan's members for safety training.

Safety equipment for member districts. We provide reflective safety vests to our members for playground supervisors, cross walking guards and many other uses.

Opportunity for discounted property appraisal services.

Board of Directors is composed of Superintendents, Business Managers and Trustees from our member schools. This allows actual members to participate in the management of the Plan.

Contract Review for legal documents such as bus contracts, lease agreements, new construction, etc.

Special Events Coverage – Our members are often asked by outside groups for the use of their facilities and grounds for their special events. The Plan provides a cost effective means for these third parties to acquire affordable insurance for their events through special carrier arrangements.

Regional Risk Management Training – The Plan provides regional risk management training which includes seminars provided by our risk management department and our legal defense team. These include presentations at MASBO and regional MASS meetings as well as your local school.

Annual Steam Boiler Inspections – These inspections are conducted by certified steam boiler inspectors at no cost to our members.

Property/Vehicle/Bus – Buildings and contents are insured on a replacement cost basis unless otherwise indicated. Midyear property additions will generate a midterm adjustment prorated based on the date of the change. Vehicles that are four years old or newer are covered at Replacement Cost Value. Vehicles over four years old are covered at actual cash value. There are no premium adjustments during the policy year for additions or deletions of vehicles. All premium adjustments are calculated at the next year's policy renewal.

Make sure to keep the MSPLIP staff apprised of any changes regarding new or removed property/vehicles/buses during the policy period.

PROPERTY AND LIABILITY COVERAGE ENHANCEMENTS

MSPLIP has developed a property and liability insurance plan that has special features which benefit its members. Below are some unique features of our insurance coverage.

PROPERTY COVERAGE

Non-Scheduled Coverage/Miscellaneous Unnamed Locations - MSPLIP provides coverage to its member's buildings and property for **newly acquired locations** in which the district has not yet listed on its property schedule.

New Construction - Property coverage is available to members undergoing new construction or remodeling projects up to \$25,000,000 for non-frame construction type and \$1,000,000 for frame. This option is usually less expensive than purchasing a separate builder's risk policy or having the contractor provide the coverage.

Law and Ordinance - The Plan has coverage for upgrades to damaged property to conform to current building codes with a limit up to \$25,000,000. This enhancement provides funds for building code upgrades such as sprinklers, elevators, ramps and ADA compliance.

Extra Expense - MSPLIP's insurance program includes this coverage with a limit up to \$25,000,000. Extra expense covers the additional cost incurred during a property loss. Additional costs can include the cost of renting/leasing additional facilities to keep the school operational as well as additional costs incurred to maintain normal operation.

LIABILITY COVERAGE

School Board Liability Deductible Waiver - MSPLIP will waive the deductible for any member who obtains legal advice from an approved attorney at the onset of legal issues involving wrongful termination, student expulsion, 504 and special education issues. MSPLIP must be notified immediately and legal counsel approved in advance. If the issue becomes a viable claim, the deductible will be waived. The maximum amount of deductible waived in any one policy term shall not exceed \$10,000 per member.

Investigative Expense Coverage - Upon pre approval, MSPLIP will pay up to \$7,500 annually for investigative expenses that are incurred for possible losses under General Liability, Auto Liability and School Board Legal Liability if the loss does not result in an actual claim being filed. This must be pre-approved prior to the start of any investigation.

Non-Monetary Defense Coverage - MSPLIP's program provides up to a limit of \$250,000 per member for defense costs for claims falling into the public entity errors and omissions (school board legal) as long as the plaintiff in the suit is not seeking monetary damages.

Medical Payments - MSPLIP will pay up to \$5,000 per person/per occurrence for medical payments for those injured on school property even if there is no allegation of negligence on the part of the district. This coverage excludes students.

CYBER LIABILITY

MSPLIP will pay up to \$2,000,000 for the defense of a suit or regulatory action alleging a security failure resulting in a breach of confidential information on the part of the member. Security failure means failure or violation of a computer system and failure to disclose that a breach event has occurred. It also includes theft of a code or password from the premises or from an officer or employee by non-electronic means. Loss also includes expenses to conduct an investigation, hire a crisis management firm to minimize the loss to you, notify all whose confidential information has been compromised, provide access to an identity theft call center, restore or recreate electronic data and determine whether data can be restored or recreated. Loss also includes cyber extortion. This means any threat or connected series of threats to commit an intentional attack against a computer system for the purpose of demanding money, securities or other tangible or intangible property of value.

DISASTER MANAGEMENT

Coverage is provided in the event of a natural disaster or a manmade catastrophe (school shooting) domestically or internationally which results in an injury or a fatality. MSPLIP and our service provider will provide up to \$1,000,000 per occurrence for an emergency assessment team that will respond immediately or as soon as is reasonably possible upon notification of an event. Upon arrival, the team will assist the local jurisdictional authority and the school district or other member entity with assessment of needs for the appropriate and swift response to a fatality/injury management event and/or the need for family assistance, a family assistance center, or a family information center. This team will oversee all operations and act as a liaison to the local incident commander or the school district.

BUSINESS TRAVEL INSURANCE

MSPLIP knows that school trustees, employees and volunteers often travel as part of their job working for their school district. MSPLIP now offers accidental death and dismemberment insurance coverage for these people while traveling on behalf of the school district. This is 24 hour coverage and the benefit period continues for up to 365 days after the date of an accident.

SCHOOL TO WORK MEDICAL

MSPLIP provides up to \$25,000 in medical for a student's injury sustained while participation in a school to work program.

SPECIAL EVENT COVERAGE

MSPLIP knows that schools are often the hub of the community and are asked to provide their facilities for non-school events. It is important that facility users understand the district's facility use policies and provide the district with proof of liability insurance naming the district as an additional insured. Liability insurance needs to be in place prior to using the district's facilities. MSPLIP is here to assist in this process, making it easier for your facility users to obtain their own liability insurance coverage for the use of your school grounds at an affordable rate. No application is required, just a quick call or email to your agent is all it takes to secure a quote.

RISK CONTROL SERVICES

The Montana Schools Property & Liability Insurance Plan is in place to assist schools in targeting and managing risks that are specific to their industry. Our experience and resources can provide solutions that will improve safety, productivity and ultimately the bottom line. Contact our Risk Control Specialist, Brodie Loushin, to discuss risk control services and take advantage of this valuable resource. He can be reached by phone at (406) 533-1038 or e-mail at BLoushin@PayneWest.com.

Some of our services include:

1. Evaluation of existing programs and policies.
2. Risk identification and hazard assessment.
 - Shop Safety
 - Playground
 - Chemistry Lab
 - Gymnasiums
3. Establish or assist safety committee.
4. Conduct training sessions.
 - 1st Aid/CPR/AED (including all coaches and staff)
 - Slip/Trip/Fall
 - Playground Safety
 - Bloodborne Pathogen
 - Fire Safety
 - Personal Protective Equipment
 - Scaffold Safety
 - Proper Lifting Technique
 - Forklift Certifications
 - Hazardous Communication
 - Chemistry Lab Safety
 - Shop Safety
 - Defensive Driving
 - Asbestos Safety Awareness
 - Accident Investigation

PREMIUM SUMMARY

Gallatin Gateway School District		
COVERAGE		Annual Premium
A	Property Coverage	Included
B	General Liability & Auto Liability	Included
C	School Board Liability	Included
D	Cyber Liability	Included
E	Disaster Management	Included
F	Boiler & Machinery	Included
G	Business Travel Insurance	Included
Total		\$19,218

By acceptance of this proposal, the school district agrees to remain in the MSPLIP program until 7/1/2022. During this three-year commitment, and subject to the MSPLIP rate guarantee offering, the MSPLIP program agrees to guarantee that your renewal rate shall be at the annual increase for the program and shall not exceed 6% in any one year.

PayneWest Insurance is the administrator of the Montana Schools Property and Liability Insurance Plan. It receives an administrative fee for these services and this fee is included in the above premium.

All property and liability coverage is written with Munich American Risk Partners A+XV and Travelers Insurance A+XV. Cyber liability coverage is written with CHUBB. Boiler and machinery coverage is written with Travelers Insurance Company. Travelers is rated A +XV by A.M. Best.

2019 COVERAGE RECAP

SECTION I. PROPERTY

Coverage	Special Form
Deductible	\$1,000
Blanket Limit of Insurance	\$1,000,000,000
Replacement on Buildings	Included in Blanket Limit
Replacement on Contents	Included in Blanket Limit
Contractor's Equipment (incl. rented from others)	\$1,000,000
Transit Coverage	\$2,500,000
Fire Legal Liability	Included in Blanket Limit
Garage Keepers	Included in Blanket Limit
Coinsurance Clause	None
Agreed Amount Endorsement	Included
Flood incl. Sewer backup (Program limit)	\$100,000,000 per occurrence \$100,000,000 annual aggregate
Earthquake (Program limit)	\$100,000,000 per occurrence \$100,000,000 annual aggregate
Off Premises Personal Property	\$1,000,000
Property of Others	\$1,000,000
Building Ordinance	\$25,000,000 per occurrence
Electronic Data Processing Equipment	\$30,000,000 per occurrence
New Building Construction	\$25,000,000 per building
Newly Acquired Locations	\$5,000,000 per location
Extra Expense	\$25,000,000 per occurrence
Debris Removal (additional) any one occurrence	\$1,000,000 per occurrence
Outdoor Property	\$20,000,000 per occurrence
Valuable Papers	\$5,000,000 per occurrence
Fine Arts	\$1,000,000

SECTION II. GENERAL LIABILITY

Per Occurrence Limit	\$2,000,000
Annual Aggregate	\$4,000,000
Medical Payments Excluding Students	\$5,000 per person
Products & Completed Ops Liability	\$2,000,000

NO AUDIT for additional premiums due to enrollment increases.
Increased limits of liability are available.

ADDITIONAL COVERAGE

Employees, student teachers, volunteers & board members, PTA, PTO and booster clubs are covered as an additional insured for general liability.

Personal Injury (Libel, Slander, Defamation of character, Wrongful Arrest, Wrongful Eviction)

Athletic Participation

Independent Contractors

Host Liquor Liability

Employee Benefit Liability

Professional Liability

Incidental Medical Malpractice

*Certain coverages provided in these sections are subject to MCA2-9-108 (Limitation on Government Liability).

SECTION III. AUTO COVERAGE

Automobile Liability Per Accident	\$2,000,000
Medical Payments Per Person	\$25,000
Uninsured/Underinsured Motorists	\$1,000,000
Hired & Non-Owned Liability	\$2,000,000
Physical Damage Deductibles	\$500 comp / \$500 collision
Hired Auto Physical Damage	\$500 comp / \$500 collision

Employees, volunteers and board members are an Additional Insured for automotive liability coverage. Increased limits of liability are available.

*Certain coverages provided in these sections are subject to MCA2-9-108 (Limitation on Government Liability).

SECTION IV. CRIME COVERAGE

Employee Dishonesty Bond	\$500,000
Theft of Money Inside & Outside	\$500,000
Money Orders and Counterfeit Currency	\$500,000
Forgery and Alteration	\$500,000
Deductible	\$1,000

SECTION V. SCHOOL BOARD LEGAL LIABILITY

Per Claim Limit	\$2,000,000
Deductible	\$1,000
Non-Monetary Defense Limit	\$250,000 annual aggregate
Sexual Abuse and Molestation (no sub-limit applies)	\$2,000,000

Employment practices liability is included in this section.

The Plan offers \$250,000 of defense cost limits for each member for claims brought against the district, as long as the plaintiff in the suit is not seeking monetary damages from the school district.

This Plan specifically provides coverage for administrative hearing for such forums as the Montana Human Rights Commission, Office of Civil Rights, EEOC, or any other administrative hearing/forum, which can grant the relief requested. Also included, is the defense of wrongful termination claims and any other employment practices liability complaints filed by staff that end up in arbitration.

Increased limits of liability are available.

SECTION VI. BOILER AND MACHINERY

Coverage Limit per Occurrence	\$200,000,000
Expediting Expenses	\$2,000,000
Ammonia Contamination	\$2,000,000
Water Damage	\$2,000,000
Hazardous Substance Abatement	\$2,000,000
Ordinance of Law	\$2,000,000
Extra Expense	\$2,000,000
Spoilage	\$2,000,000
Utility Interruption Deductible	12 Hours
Deductible	\$1,000

Boiler and machinery insurance provides coverage for mechanical breakdown of machinery and electrical to a building, including phone systems. Members are provided with an annual steam boiler inspection ensure compliance with Montana law

SECTION VII. CYBER LIABILITY

Privacy Liability	\$2,000,000 Annual Aggregate
Data Breach Liability	\$2,000,000 Annual Aggregate
Network Security Liability	\$2,000,000 Annual Aggregate
Internet Media Liability	\$2,000,000 Annual Aggregate
Network Extortion Coverage	\$2,000,000 Annual Aggregate
Digital Asset Coverage (software and systems)	\$2,000,000 Annual Aggregate
Business Interruption Coverage	\$2,000,000 Annual Aggregate
Funds Transfer Fraud Coverage	\$250,000 Annual Aggregate
Computer Fraud Coverage	\$250,000 Annual Aggregate
Social Engineering Fraud Coverage	\$100,000 Annual Aggregate
Deductible Per Occurrence	\$1,000

SECTION VIII. DISASTER MANAGEMENT COVERAGE

Limit Per One Occurrence	\$1,000,000
Annual Aggregate limit Per Occurrence	\$1,000,000
Deductible Per Occurrence	None

SECTION VI. STUDENT SCHOOL-TO-WORK MEDICAL COVERAGE

Limit Per Student in One Occurrence	\$25,000
Aggregate limit Per Occurrence	\$250,000
Deductible	None

Covers all students enrolled in a school district for injuries sustained while participating in a school to work program.

SECTION VX. BUSINESS TRAVEL INSURANCE

Principal Sum Per Person	\$100,000
Aggregate limit Per Occurrence	\$1,000,000
Time Period for Loss after date of accident	365 Days

Accidental death and dismemberment coverage benefits for school trustees, employees and volunteers. Hazards insured against: 24 hour business travel coverage including acts of terrorism. Age Based Restrictions: 50% for Age 75-79; 30% for Age 80 or above.

2018-2019 MEMBERS

MONTANA SCHOOLS PROPERTY AND LIABILITY INSURANCE PLAN

Absarokee School District
Anaconda School District
Arlee School District
Ashland School District
Bear Paw Special Education Co-op
Beaverhead County High School
Big Country Educational Co-op
Big Sandy School District
Big Sky School District
Big Timber Elementary School District
Bitterroot Valley Special Ed Co-op
Blaine County Rural Joint Board
 Bear Paw Elementary
 Cleveland Elementary
Blue Creek Elementary School District
Bonner School District
Boulder Elementary School District
Bozeman Public School District
Bridger School District
Broadview School District
Brockton School District
Butte School District
Canyon Creek Elementary
Centerville School District
Charlo School District
Choteau School District
Clancy School District

Columbus School District

Corvallis School District

Cottonwood Elementary

Custer School District

Cut Bank School District

Darby School District

Decker-Kirby Co-op

Deer Lodge Elementary

Denton School District

DeSmet School District

Dillon Elementary School District

Dixon Elementary School District

Dodson School District

Dutton/Brady School District

East Helena School District

East Valley Rural Joint Board

Creston SD

Fair-Mont-Egan SD

Swan River SD

Elder Grove Elementary

Fairfield School District

Fergus County Rural Joint Board

Deerfield SD

King Colony SD

Ayers SD

Spring Creek Colony SD

Flathead Special Ed Co-op

Forsyth School District

Frazer School District

Frenchtown School District

Fromberg School District

Gallatin County Rural Joint Board

Amsterdam SD
Gallatin Gateway SD
Anderson Elementary SD
LaMotte SD
Malmborg SD
Cottonwood SD
Pass Creek SD

Gallatin-Madison Special Ed Co-op

Gardiner School District

Grass Range School District

Great Divide Special Services Co-op

Great Falls Public Schools

Hall School District

Hamilton School District

Hardin School District

Harlem School District

Harlowton School District

Harrison School District

Helena School District

Hellgate Elementary School District

Highwood School District

Hobson School District

Hot Springs School District

Huntley Projects School District

Independent Elementary School District

Indian Impact Schools of Montana

Jefferson County High School

Jefferson County Rural Joint Board

Basin Elementary SD

Cardwell Elementary SD

Joliet School District

Kinsey School District

Laurel School District

Lewis & Clark County Rural Joint Board

Wolf Creek SD

Canyon Creek SD

Auchard Creek SD

Libby School District

Livingston School District

Lodge Grass School District

Lone Rock School District

Luther School District

Malta School District

Marion School District

Miami School District

Miles City School District

Missoula Area Special Ed Co-op

Missoula County Public Schools

Montana Association of School Business Officials

Montana City School District

Montana Rural Education Association

North Star School District

Park City School District

Park County Rural Joint Board

Cooke City SD

Pine Creek SD

Park County Special Ed Co-op

Phillipsburg School District

Plains School District

Plevna School District

Polson School District

Potomac/Sunset Rural Joint Board

Potomac SD

Sunset SD

Powell County Rural Joint Board

Avon SD

Elliston SD

Helmville SD

Garrison SD

Gold Creek SD

Power School District

Prairie View Special Services Co-op

Prickly Pear Special Services Co-op

Pryor School District

Ramsay School District

Rapelje/Molt Rural Joint Board

Rapelje SD

Molt SD

Reed Point School District

Richey School District

Roberts School District

Rocky Boy School District

Roosevelt Valley Special Ed Co-op

Rosebud School District

Roundup School District

Roy School District

Ryegate School District

S H Elementary School District

Saco School District

Sanders County Special Ed Co-op

School Administrators of Montana

Sheridan Public Schools

Shields Valley School District

Sidney School District

Somers School District

Southwest Montana Rural Joint Board

Divlde SD

Melrose SD
Reichle SD
Grant SD
Wise River SD

St. Ignatius School District

Stanford School District

Stillwater/Sweet Grass County Special Ed Co-op

Sunburst School District

Sun River Valley School District

Swan Lake - Salmon Prairie School District

Sweet Grass County High School

Sweet Grass County Rural Joint Board

Melville Elementary SD

Greycliff Elementary SD

McLeod Elementary SD

Target Range School District

Thompson Falls School District

Townsend School District

Trego School District

Trout Creek School District

Troy School District

Ulm School District

Upper West Shore Elementary SD

Valier School District

Valley View School District

Vaughn School District

West Valley School District

West Yellowstone School District

White Sulphur Springs School District

Whitehall School District

Whitewater School District

Wibaux School District

Willow Creek School District

Winifred School District

Winnett School District

Wyola School District

Yellowstone Academy School District

Yellowstone West/Carbon County Special Services
Cooperative

List of Risk Control Services Provided to
Gallatin Gateway from the Montana Schools Property
and Liability Insurance Plan

- Supplied District with resources to help comply with the Montana Department of Labor Compliance Division (Online resource library -www.PayneWest.com/Montana-Schools/).
- Supplied District with access to training programs, polices, forms and safety videos.
- Provide “Weekly Hot Topic” to give schools insurance liability information.
- Provided District with monthly safety newsletter.
- Conducted on-site safety inspections of school facilities.
- Supplied District with access to SafePupil and Summit Safety training websites.





PO Box 7029 □ Helena, Montana 59604 □ Tel 877-667-7392 □ Fax 406-457-4505
□ www.msgia.org

Gallatin Gateway School District #35

FY20 Property & Liability Insurance Proposal

Please find enclosed the below listed documents

- ✓ Cover Letter
- ✓ MSGIA Membership Testimonials
- ✓ MSGIA Coverage & Service Highlights
- ✓ MSGIA Coverage Summary
- ✓ MSGIA Special Events Coverage
- ✓ MSGIA Storage Tank Coverage
- ✓ MSGIA Property & Liability Claim Reporting
- ✓ MSGIA Pre-Approved Defense Attorney List
- ✓ SafeSchools.com On-Line Training Courses

MSGIA

PO Box 7029 ☐ Helena, Montana 59604 ☐ Tel 877-667-7392 ☐ Fax 406-457-4505
☐ www.msgia.org

April 26, 2019

Carrie Fisher
Gallatin Gateway School District #35
PO Box 265
Gallatin Gateway, Montana 59730

RE: MSGIA Self-Insured Property and Liability Proposal

Dear Carrie and School Board Members,

I am pleased to present for you the MSGIA self-insured Property and Liability proposal effective July 1, 2019. Thank you for your interest in MSGIA's School Leaders Insurance Pool. You are part of a growing movement of 180 elementary and high school district members with more interested school districts joining each year. The overall MSGIA membership expands beyond 410 elementary and high school districts.

MSGIA has been assisting school districts with self-insured coverage solutions since 1989, 30 years! The 2019-2020 school year marks the beginning of its 12th year for the property and liability program. This program is continually evolving, offering new enhancements in coverage and risk management tools for our members.

Our pool has partnered with strong reinsurance carriers that support our program with excellent AM Best ratings.

The program is endorsed by the Montana School Boards Association and supported by thousands of committed school district employees and school board members. Included within this proposal, some of those members have shared their perspective with you on their experience with MSGIA's property and liability program.

Our coverage package includes critical elements for all school districts in Montana such as, active shooter coverage, cyber liability, and replacement cost coverage for certain classes of buses and other autos. We are pleased to partner with our members to address these risks and provide coverage that helps our members respond if an event occurs.

Gallatin Gateway School District #35 will be an important member of the MSGIA self-insured property and liability program. You have a voice in the coverage design, board management, and service offerings, because your voice matters. MSGIA strives to provide members with broad coverage, high service levels, and stable premiums, all at a competitive price.

MSGIA

PO Box 7029 □ Helena, Montana 59604 □ Tel 877-667-7392 □ Fax 406-457-4505
□ www.msgia.org

Beginning its 31st year of providing self-insurance solutions for its members, MSGIA is poised to continue to insure a bright future for Montana Public School Districts!

I'm pleased to present your proposal premium for the 2019-2020 school year is as follows

Total Premium **\$ 15,394**

An insurance binder, vehicle insurance cards, and other coverage paperwork are prepared to follow, after you have informed us an affirmative decision to bind coverage with MSGIA for the coming school year.

Thank you for your continued interest and support of MSGIA self-insured programs!

Be Well and Be Safe!



Shawn F. Bubbs, CIC, CPA
Director of Insurance Services

MSGIA

MSGIA Member Testimonials

In Baker, we recently moved our property and liability insurance to the MSGIA. We have been with the MSGIA for workers' compensation insurance for as long as I can remember and that has always been really good for us. Our district has a relationship with a local insurance agency which is important to us. Throughout the process, the MSGIA worked closely with our local representatives to make sure our coverage package was just what we needed. As a nice side benefit, we received a significantly lower price than where we were before. We were surprised at how much we saved by going with MSGIA and should have done it much sooner! We now have our property/liability, workers' compensation, and unemployment insurances under one roof within MTSBA endorsed programs and it is so convenient. The MSGIA offers us great budget flexibility with the application of premium rebates toward future MSGIA program premiums. For us the key really is the MSGIA's approach to customer service – It's amazing and we couldn't ask for a better organization to represent schools. — Jen Mettler, Business Manager, Baker Public Schools

“We now have our property/liability, workers' compensation, and unemployment insurances under one roof within MTSBA endorsed programs and it is so convenient.”

“MSGIA has the only Property and Liability in Montana with students as a primary focus verses bottom line. The MSGIA truly cares about the students, staff, school board members and communities for its member school districts in Montana.”

Belgrade moved to the MSGIA for property and liability insurance several years ago, and I am always amazed at the changes so numerous from our former property and liability plan. The concerns of premium increases are no longer a day to day occurrence for us. The MSGIA has aided the Belgrade School District with a fair, honest, exceptional property and liability program. Knowing that Shawn Bubb and his exceptional staff at the MSGIA are taking care of our coverage and risk management needs is such a relief. In my opinion, the MSGIA has the only Property and Liability in Montana with students as a primary focus verses the bottom line. The MSGIA truly cares about the students, staff, school board members and communities for its member school districts in Montana.

Do I trust Shawn and his staff to be responsive to our changing needs and be there when we need them? You bet I do! I know our school board and district's interests are the focus of the MSGIA efforts and we greatly value our strengthening relationship with the MSGIA. — Lance Voegele, School Board Chair, Belgrade Public Schools

We recently put our property and liability insurance out to bid and while cost was a factor, the decision came down to professionalism and communication. We were disappointed in the way we were treated from our incumbent carrier when we decided to bid the property and liability insurance. During the process, we were turned off by the way one company actively campaigned against the MSGIA rather than discussing the merits of their own program. Through the whole process, the MSGIA stayed professional and focused on our school district needs. This has been our experience with them on the workers' compensation line of coverage as well. Since we have moved to MSGIA, customer service has been exceptional. They continue to communicate on a regular basis with the school and stay proactive with their communications. Are we pleased with our decision in Ennis? Yes! — Ginger Martello, Business Manager, Ennis Public Schools

“Since we have moved to MSGIA, customer service has been exceptional.”

“There was a substantial difference between our previous carrier's bid and MSGIA.”

The Alder School joined MSGIA in fiscal year 2015-2016 as a cost savings move for our insurance needs. There was a substantial difference between our previous carrier's bid and MSGIA. The cost savings have continued with MSGIA. The board is very satisfied. Customer relations is a very important aspect to me in dealing with a business, MSGIA excels at the relationship between themselves and the client throughout the year, not just at renewal time. Alder is a small rural school district and has received excellent service from MSGIA. — Kathleen Wuelfing, District Clerk/Business Manager, Alder School



MSGIA Coverage & Service Highlights

MSGIA School Leaders Property and Liability Self Insurance Pool
Customized Risk Management Services & Coverage Enhancements

- ✚ MSGIA Active Shooter Coverage – New in FY19, with the growing threats of violent acts on school campuses country wide, the MSGIA has launched a comprehensive coverage to help schools work through these events. Our coverage provides assistance with Crisis Management, Counselling Services, Funeral Expenses, and Property damage caused by an active shooter event. More importantly, we provide assistance with Active Shooter and School Security Vulnerability Assessments. We also provide access to an Active Shooter Safety Action Plan webinar to help districts take steps to lower the likelihood of an event happening on their school campus.
- ✚ Firestorm Crisis Management & Open-Source Social-Media Monitoring – Beginning January 1st, 2019 MSGIA has partnered with Firestorm, a company that will be providing enhanced crisis management and violent-act prevention and detection services to MSGIA members. These services include a pre-recorded crisis management training webinar for your admin team, access to 1 hour of Firestorm's professional Crisis Management team during the onset of a crisis, as well as access to Firestorm's open-source protective social-media monitoring services when needed. The social-media monitoring service is designed to identify potentially violent intent that is directed toward your District, students, or staff.
- ✚ 5% Multi-policy Discount – Bundle your Workers' Compensation and Property & Liability Coverage with the MSGIA and receive a 5% discount off your Property and Liability Premium. We value our members and know that combining the coverage and service is valuable to your administrative team and now, it's also financially rewarding for you!
- ✚ MSGIA Claim Reporting Mobile App's -- MSGIA has created a fast accurate way for member employees to report claims to our pool. Simply using the MSGIA mobile app for Auto or Property claims. Snap a photo of the damage, complete a couple of data points about the loss, and submit from your smart phone or tablet in minutes! Just download the free app, Origami Risk Mobile.
- ✚ School Board Trustee Business Travel Coverage Enhancement – MSGIA has partnered with MTSBA to bring you expanded trustee accidental death & dismemberment coverage (ADD coverage) for your school board members if they are in an accident while in the course and scope of their duties as a school board member. \$100,000 of coverage is extended to each trustee annually to provide coverage while working on behalf of the school district.

MSGIA

MSGIA Coverage & Service Highlights

- ✚ Data Breach Incident Response Plan – MSGIA developed a Data Breach Incident Response Plan that can be modified to meet our members' individual needs. This document outlines the do's and don'ts if you suspect a data breach may have occurred. It also identifies the members of the incident response team that will work towards minimizing the damages, and the specific steps that should be taken to properly handle and resolve the matter. As we become more heavily dependent on technology and electronic data storage, this is a very important resource to have in your District.
- ✚ Cyber Liability – MSGIA recognizes cyber liability as an ever increasing exposure for school districts. Through a partnership with Alliant Insurance Services, MSGIA provides cyber liability coverage to help school districts address this ever increasing risk in our new digital age. This coverage provides funding for the cost of privacy notification, legal fees related to information security and privacy breaches, computer virus related damages, personal credit monitoring for affected third parties, and theft, loss or unauthorized disclosure of personal information.
- ✚ On-Line Training Partnership -- MSGIA has an on-line training partnership with SafeSchools.com. We can now support your school district's employee training needs with over 300 Risk Management on-line courses. Our members have never had this depth of employee training options available to them. This benefit is exclusively provided for members in both our Property & Liability and Workers' Compensation pools. See the attached course listing for more details on this exceptional benefit.
- ✚ Awareness on the Road – These E-learning trainings are designed for bus driver safety and awareness. However, all district drivers are encouraged to participate. This course offering includes 46 on-line courses which qualify for the OPI Bus Driver Safety Training requirement of 10 hours annual continuing education. These sessions are delivered to pool members through MSGIA's on-line learning management training center. This high quality training has received great reviews--- all at no additional cost to you as a member.
- ✚ On-line Claim Reporting -- MSGIA provides a simple, quick method for school administrators and business officials to file property and liability claims on-line from anywhere they have internet access-- 24/7. This is the fastest way to notify the MSGIA claims team so the investigation can begin immediately. Go to www.msgia.org and click Report a Claim.

MSGIA

MSGIA Coverage & Service Highlights

- ✚ Customized In-District Legal Trainings – Training topics include employment practices, legal guidance for school law topics regarding administration of collective bargaining contracts, working in accordance with the board's policy manual, and due process hearings for staff and students. This training has proven to be invaluable for districts in our program. We bring the legal training to your school board room, making the training convenient for your school board and administrative team. This proactive tool keeps your school board and administrative team on top of the current and reoccurring issues districts work with each day. Again this service is brought to your school board room at no additional cost to your district as part of your membership in the MSGIA property and liability program.
- ✚ Upfront Legal Assistance – This resource allows members access to an on-call Montana based attorney with a specialty in school law, collective bargaining, school board policy, and employment practices. Members will be provided incentives to use this service "before" making a decision which could potentially create a situation where a liability action could be brought against the district. Three (3) hours of legal support are provided at no additional cost for employment related matters. This is a contracted service with MTSBA Legal Services through the MTSBA legal hotline at 1.406.495.2343.
- ✚ Legal Contract Review – MSGIA will provide a contract review service for sections which apply to General Insurance requirements of the district, indemnification clause, and/or additional insured's. A contract attorney will review these contract sections on behalf of the pool and provide comments/suggestions for language improvements. Up to 2 hours of legal review is provided for each contract review.
- ✚ Coaches and Sponsors: Legal Liability Awareness Training – MSGIA knows your school district has a mixture of coaches from your own staff and community working with your young athletes. These coaches need to be aware of district policies and the legal responsibilities they take on in addition to their athletic coaching role. Program sponsors have similar educational needs to help ensure all student athletes and program participants are cared for in a way consistent with district and parental expectations. Legal liability related to such extra-circular events has been on the rise. This proactive training seminar is brought to your district staff at no additional cost to you.
- ✚ Simplifying your Service Contact – Because MSGIA provides both Workers' Compensation coverage and Property & Liability coverage for school districts, a district can simplify their insurance contacts down to one phone call. By working with one provider, your valuable time can be spent on school business and not coordinating your district's insurance questions and coverage needs. Let us do this for you and give you back the time you deserve for school district business.

MSGIA

MSGIA Coverage & Service Highlights

- ✦ Aggregate Stop Loss Policy – A great part of the MSGIA program is an aggregate stop loss insurance policy. This removes much of the worry associated with “assess-ability risk” to members of the property and liability pool. Not only does MSGIA have regular insurance for large losses in place, it also has an aggregate stop loss insurance policy that replenishes the program’s checkbook with up to \$2 million in additional funding during the policy year. Purchased as additional protection for its members, this creates a high level of financial security and further strengthens the program for future growth.
- ✦ Accidental breakage coverage for I-pads & I-readers – MSGIA realizes the way Montana schools utilize technology continues to change and evolve. So should the coverage for our schools. MSGIA provides accidental breakage coverage for I-pads and I-readers for our members. After a \$2,500 cumulative deductible for the member has been met, this coverage provides up to \$250 per electronic device for accidental breakage. The maximum amount of the coverage is \$7,500 per member per policy period with an aggregate for the program by policy period of \$30,000
- ✦ Free Property Appraisals once every five (5) years -- At no cost to them, our members receive a property re-appraisal once every five years for building values greater than \$5,000,000. This is a very important step in the insurance process to make sure your building values are keeping pace with true replacement cost values. Should your district have a major claim, this helps ensure there are no questions about the correct replacement cost values when claims need to get paid.
- ✦ Voice in Legal Defense Counsel – MSGIA knows each school district has developed some relationships over the years with professionals such as legal defense attorneys. If your district finds itself being served in a lawsuit and needs defense counsel, MSGIA provides our members a voice in who that counsel will be. We have a pre-approved defense counsel listing for you to select from initially. If an attorney whom you prefer is not on this listing, you may contact MSGIA to make a specific attorney request. This request will be reviewed by the MSGIA’s outside general counsel from the law firm of Garlington, Lohn, & Robinson. MSGIA will make a selection for defense counsel after considering the nature of the complaint and the specific experience of the defense counsel.
- ✦ Montana Based Claim Adjusters – MSGIA provides claim coordination and management from one Montana based property and liability claim adjuster for your claims that may occur. We believe consistent, professional, timely, and direct contact in the claim management process is a key expectation of our members. We deliver on that expectation with our Montana based adjuster who is ready to serve you when the need arises.
- ✦ Monthly Webinar Series – These courses, developed to train your staff in general property and liability areas, are provided exclusively for members by the PEPiP property carrier used by the MSGIA self-insured pool. See <https://pepip.on.intercall.com/confmgr/> for upcoming webinar topics.

MSGIA

MSGIA Coverage & Service Highlights

- ✚ Pre-Loss Investigative Expenses – Up to \$7,500 per coverage period is provided through a contract with MTSBA Legal Services with no deductible. If an allegation is made regarding an action of a school district employee that would potentially give rise to a liability claim, this benefit allows the district to work with specially trained school investigators to determine the merits of the allegations made and appropriate next steps for the school district.
- ✚ Annual Steam Boiler Inspections – Inspections are contracted by MSGIA with certified steam boiler inspectors from Hartford Steam & Boiler with costs for the inspections covered as part of MSGIA pool participation.
- ✚ Risk Management Resources -- MSGIA has two full time Risk Managers on staff to perform on-site risk management assessments for the district. Specialty in-district trainings on school specific risk management topics are provided to lessen the likelihood of liability claims for your district. Often over looked exposure areas include athletic coaches and sponsors.
- ✚ School Specific Liability Release Forms – In an effort to meet member needs, MSGIA has developed several school specific liability release form templates that include: Facility Use Release, General Liability Release, Athletic Participation Release, Open Gym Liability Release, Chaperone Letter of Understanding, Volunteer Letter of Understanding, and School to Work Participation forms. Other templates are developed for our members as needed to meet their specific needs.
- ✚ National Schools Specific Legal Risk Management Research Program Membership –MSGIA provides each member access to School Leaders Risk Management Association (SLRMA). This focused risk management group provides several key research project results and risk reducing tools for schools for federal legal issues. Access can be found at www.slrma.org . If you need assistance logging in, contact our MSGIA customer service representative for member password assistance.
- ✚ Risk Management Presentations – MSGIA presents at both in-district and MCEL/MASBO conferences. School tested risk management techniques are shared with members to lower the likelihood of loss within the district.
- ✚ Risk Management Articles – Quarterly articles are provided to MSGIA members on school insurance related matters through the MSGIA Quarterly Risk Management Newsletter and the MTSBA Quarterly Bulletin.



MSGIA Coverage Summary

Summary of Coverage - Gallatin Gateway School District #35
Policy Period July 1, 2019 to June 30, 2020
Policy Number PC-20-14050

Property Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Valuation Repair or Replacement Cost, Actual sustained loss for time element coverage	Deductible
Building and Business Personal Property	\$1,000,000,000		Replacement Cost	\$ 1,000
Extra Expense	\$50,000,000		Actual Sustained Loss	
Transit Coverage	\$25,000,000			
Unscheduled Tax Interruption & Business Income	\$500,000		Actual Sustained Loss	
Property Of Others:				
Employees	\$1,000 per employee	\$50,000		
Students	\$750 per student	\$50,000		
Leased or Rented	included in blanket limit			
Earthquake	\$75,000,000	\$75,000,000		
Flood	\$75,000,000	\$75,000,000		
Flood - Zone A & V	\$5,000,000	\$5,000,000		
Building Ordinance	\$50,000,000			
Accidental Contamination	\$250,000 (Member Aggregate)	\$500,000 (Pool Aggregate)		
New Building Construction	\$25,000,000			
Newly Acquired locations	\$25,000,000 Flood coverage provided for zone A if scheduled			
Off premise Personal Property	\$1,000,000			



MSGIA Coverage Summary

Property Coverage-continued

<u>Coverage by Location:</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Valuation</u>	<u>Deductible</u>
Contractors Equipment	included in blanket limit		Actual Cash Value	
Unscheduled Landscaping	\$1,000,000 subject to \$25,000/25 gallon per tree			
Property schedule errors & omissions	\$50,000,000			
Money & Securities	\$2,500,000			
Unscheduled Fine Arts	\$2,500,000			
Unscheduled tunnels, bridges, sidewalks, roadways, street lights	\$750,000 (after \$500,000 member deductible)			
Unscheduled Animals	\$2,500,000 (sub-limit of \$50,000 per animal)			
Watercraft (under 27 feet)	\$2,500,000			
Notebook Computers	\$250 per notebook after \$2,500 member self-insured retention is met	\$7,500		
Jewelry, Furs, Precious Metals	\$500,000			
Fire Legal Liability	included in blanket limit			

Exclusions (including but not limited to):

Seepage & Contamination
Cost of Clean-up for Pollution
Mold

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020

Policy Number PC-19-14050

Boiler and Machinery Coverage

<u>Coverage by Location:</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Valuation</u>	<u>Deductible</u>
Coverage limit per location	\$100,000,000		Repair or Replacement except Actual Loss Sustained for all time element coverage	\$ 1,000
Extra Expense	included in blanket limit			24 hours
Expediting Expense	included in blanket limit			
Ammonia Contamination	\$10,000,000			
Water Damage	\$10,000,000			
Ordinance & Law	\$25,000,000			
Service/Utility/Off Premise Power Interruption	\$10,000,000			24 hours
Consequential Damage/Perishable Goods/Spoilage	included in blanket limit			
Hazardous Substances/Pollutants/Decontamination	\$10,000,000			
Electronic Data Processing Media and Data Restoration	\$10,000,000			

Exclusions (including but not limited to):

Testing
Explosion, except for steam or centrifugal explosion
Explosion of gas or unconsumed fuel from furnace of the boiler

Excluded Objects (including but not limited to):

Insulating or refractory material
Buried Vessels or piping

Special Provisions:

The MSGIA provides each member annual steam boiler inspections to ensure compliance with Montana law.

This coverage provides relief for machinery breakdowns and damage caused by electrical injury such as to telephone systems.



MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020

Policy Number PC-20-14050

Crime Coverage

Coverage by Location:	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Employee Theft per Loss	\$500,000	\$500,000	\$1,000
Forgery or Alteration	\$500,000	\$500,000	\$1,000
Inside the Premise:			
Theft of money/securities	\$500,000	\$500,000	\$1,000
Robbery	\$500,000	\$500,000	\$1,000
Outside Premises	\$500,000	\$500,000	\$1,000
Computer Fraud	\$500,000	\$500,000	\$1,000
Money Orders & Counterfeit:			
Paper currency	\$500,000	\$500,000	\$1,000
Funds Transfer Fraud	\$500,000	\$500,000	\$1,000

Special Provisions:

- Inclusion of Treasurer as employees
- Bonded employees exclusion deleted endorsement
- Faithful performance losses are covered under \$500,000 limit
- Credit, Debit, or Charge Card forgery covered

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020

Policy Number PC-20-14050

Auto Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Valuation	Deductible (Comprehensive and Collision)	Symbol
* Coverage limit - Auto liability	\$3,000,000				1
Automotive Medical Payments	\$25,000 per person				2
* Uninsured Motorist	\$1,000,000				2
* Underinsured Motorist	\$1,000,000				2
* Hired & Non-Owned Automotive Liability	\$3,000,000				8 & 9
Hired Automobile Physical Damage	included in Property Blanket Limit				8
* Garage Keepers Legal Liability	\$500,000				9
Member Owned vehicles - Auto Physical Damage	included in Property Blanket Limit		Repair, ACV or Replacement Cost	\$500	2

Covered Auto Symbols

1	2	8	9
Any Auto	Owned Autos Only	Hired Autos Only	Non Owned Autos Only

Special Provisions:

Employees, Volunteers, and board members are added as additional insureds for automotive liability coverage
No additional premium for newly acquired vehicles during coverage term

* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020
Policy Number PC-20-14050

School Board Legal Liability Coverage/Employment Practices / Employee Benefit Liability Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
*Per Claim Coverage limit	\$3,000,000	\$5,000,000	\$ 1,000
School Board Legal Pre-Loss Investigation Coverage	\$7,500	\$7,500	

Forms and Conditions:

Claims Made Policy - with retro date effective through July 1, 1992

Additional Information:

The coverage under these sections applies to claims for civil rights, human rights commission complaints, EEOC, or other administrative hearings/forums. It also provides coverage for wrongful termination claims and other employment practices liability complaints.

* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020
Policy Number PC-20-14050

Defense of Non-Monetary Claims

<u>Coverage</u>	<u>Per Occurrence Limit</u>	<u>Aggregate Policy Limit</u>	<u>Deductible</u>
Per Claim Coverage limit	\$100,000	\$100,000	\$ 1,000

Forms and Conditions:

Claims Made Policy

Defense cost limits are provided for members where a claim is filed seeking no monetary damages from the school district

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020

Policy Number PC-20-14050

General Liability Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$3,000,000	\$5,000,000	
Medical Payments (Excluding students)	\$5,000		
Personal/Advertising Injury limit	\$3,000,000		
Products & Completed Operations	\$3,000,000		
Student School to Work	\$25,000	\$250,000	

Coverage Trigger:

Occurrence

Special Coverage Provisions:

No audit provision for additional ADA after start of coverage term

Employees, volunteers, board members, PTA, PTO, and booster clubs covered as additional insureds

Personal Injury

Athletic participation

Host Liquor liability

Professional liability

Incidental medical malpractice

* Some coverage limits provided are subject to MCA 2-9-108 (Limitation on Governmental liability) - please refer to your declaration page of the coverage document for specific application of these governmental provisions.

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020

Policy Number PC-20-14050

Cyber Liability Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Information Security & Privacy liability	\$2,000,000	\$2,000,000	\$1,000
* Privacy Notification Costs	\$500,000	\$500,000	
Regulatory Defense & Penalties	\$2,000,000	\$2,000,000	
Website Media Content Liability	\$2,000,000	\$2,000,000	
Cyber Extortion	\$2,000,000	\$2,000,000	
Business Interruption	\$2,000,000	\$2,000,000	
Data Recovery Costs	\$2,000,000	\$2,000,000	

Coverage Trigger:

Occurrence

Special Coverage Provisions:

* Privacy Notification Cost per occurrence and annual aggregate limits are \$1,000,000 if Beazley services are used for this coverage element.

MSGIA

MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020

Policy Number PC-20-14050

Business Travel Insurance Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$100,000	\$1,000,000	\$0

Coverage Trigger:

Occurrence

Special Coverage Provisions:

This coverage provides \$100,000 of accident death and dismemberment coverage benefits for school board trustees while traveling for school board business.



MSGIA Coverage Summary

Policy Period July 1, 2019 to June 30, 2020
Policy Number PC-20-14050

Active Shooter Coverage

Coverage	Per Occurrence Limit	Aggregate Policy Limit	Deductible
Per Claim Coverage limit	\$1,500,000	\$7,500,000 (pool Aggregate limit)	\$1,000
Sub Limits:			
Busines Interruption	\$250,000		
Counselling Services	\$250,000		
Funeral Expenses	\$250,000		
Property Damage	\$250,000		
Demolition, Clearance, Memorialisation	\$250,000		

Coverage Trigger:

An event involving the Named Insured where a weapon has been used or brandished at any location of the Named Insured. A weapon is broadly defined to include: a portable firearm, explosive device, knife, syringe, medical instrument, corrosive substance, or any other device. "Weapon" can also include vehicles, including armored or military vehicles used by an "Active Shooter".

Special Coverage Provisions:

Claims Made Policy

This coverage also provides a security vulnerability assessment for the district as well as an active shooter webinar training for all staff conducted by the coverage carrier's security consulting vendor.

MSGIA

MSGIA Special Events Coverage

MSGIA School Leaders Property and Liability Self Insurance Pool
School District Special Events Coverage

MSGIA knows that school districts are often asked by outside groups to use their facilities for a non-school event. An important part of this process is ensuring the group(s) understands your district's facility use rules and provides proof of liability insurance. MSGIA has worked to make this process easier for your community guests by establishing a special events insurance program through Alliant Specialty Insurance Group. Because of this relationship to our self-insured program, we have been able to secure very competitive rates for the special events coverage. The application for liability coverage for the event is just a single page and the rating process is simple and affordable for your community guests. School districts can work directly through their independent insurance agent to place this coverage as long as the district is a member of the MSGIA's School Leaders Property and Liability Pool.

An example of activities that could take advantage of the MSGIA special events program would be:

- 1) Regional sporting events hosted at the school gymnasium when a large number of guests will be traveling in and out of the school district facilities: Purchasing a special events policy to transfer liability risk to another policy is a good risk management approach for the district;
- 2) A non-profit charity requests to rent the gym for a weekend fundraising event;
- 3) A family wishes to use the kitchen, gym, and fields for a large family reunion for two days in the summer.

As stated, the premiums are low, application is simple, and the benefits are many.

Not all outside uses of the school district facilities would need the additional protection that is brought by a special events policy. Many activities, such as the ones noted below can be covered under the school district's base policy, with the use of appropriately worded and signed waiver of liability forms. Some examples of these activities would be:

- 1) Open gym night for the community;
- 2) Use of meeting space within the school for groups such as FFA, boy and girl scouts, or adult education classes;
- 3) Use of the school auditorium for a local community lecture or presentation by a community group.

If you have questions about obtaining special events coverage for your school district, please contact MSGIA for information about this program.



MSGIA Storage Tank Coverage

Above Ground and Below Ground Storage Tank Coverage through
ACE Storage Tank Liability Insurance Policy

MSGIA offers access to an affordable option for storage tank liability insurance. The new program will be available to members of the MSGIA property and liability pool.

State of Montana requires school districts having fuel storage tanks to demonstrate their financial responsibility for potential clean-up, or third party liability, that results due to petroleum releases from underground storage tank systems on school property. The state guidance is found in Title 17, Chapter 17, Administrative Rules of Montana. This coverage program offers schools an affordable way to meet this requirement through a trusted partner of the MSGIA's property and liability pool, ACE Insurance Company.

The application can be completed on-line by following the link below:

<http://msgia.org/propertyliability/storage-tank-coverage>

Once the application has been completed, please print and sign the application. You may mail, fax, or scan and email the completed, signed application to Sandra Omari with Alliant Insurance Services. The underwriting process for a new application is normally completed within one week of submission.

It is the hope of MSGIA that this process will meet our members' needs and provide a low cost and simple option to meet the State of Montana's fuel storage insurance requirements.

You may mail, fax, or email applications to:

Sandra Omari, Assistant Account Manager
Alliant Insurance Services, Inc. 1301 Dove St, Suite 200
Newport Beach, California 92660
sandra.omari@alliant.com
Fax #: 619.699.0906
Phone: 949.756.0271

MSGIA

PO Box 7029 ☐ Helena, Montana 59604 ☐ Tel 877-667-7392 ☐ Fax 406-457-4505
☐ www.msgia.org

Property and liability claim losses occurring for a MSGIA pool member should be reported as soon as an occurrence is known or a claim is anticipated by the member. Early reporting will allow our staff adequate time to perform a thorough and complete claim investigation.

How To Report A Claim on-line

- ✚ Report your claim on-line by going to www.msgia.org and clicking on “Report a Claim” at the top of the page. Select “Property and Liability”
- ✚ Click on the type of claim to access the correct form:
 - Auto Loss
 - Liability loss (school board legal claims or general liability claims)
 - Property Loss
 - Multiple (an example might be a bleacher collapse – this could have a general liability claim and a property claim included in the same event).
- ✚ Complete as much information as you can on the form, choosing for drop down boxes or lookup boxes.
- ✚ Once complete, click “Complete Incident”.
- ✚ The next screen that comes up gives you the ability to attach any supporting documents or photo. Click “Upload File” on the right side of the screen and choose the file(s) you wish to attach and “Save”
- ✚ Once you have completed the uploads, click “I’m Done” and everything is submitted to MSGIA.

You are done!

How To Report An Auto or Property Claim via Origami Risk Mobile app

- ✚ Download the free mobile app, Origami Risk Mobile
- ✚ Choose MSGIA as the Account Name
- ✚ Use 0 and the district 5 digit member number as the password
- ✚ Choose either Auto or Property form and complete as much information as possible
- ✚ You will have the ability to attach photos as well
- ✚ Submit the form

For in person phone support in completing your on-line claim, you can contact MSGIA staff by calling our toll free line at 1.877.667.7392 and they will help walk you through the reporting process.

MSGIA

PO Box 7029 □ Helena, Montana 59604 □ Tel 877-667-7392 □ Fax 406-457-4505
□ www.msgia.org

MSGIA School Leaders Property & Liability Insurance Pool Pre-Approved Liability Defense Attorneys

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EMERGENCY MANAGEMENT	Author	Length	Available in Spanish	Coming Soon
Active Shooter: <i>Administrators</i>	Dorn & Dorn	37 mins		
Active Shooter: <i>Staff</i>	Dorn & Dorn	41 mins		
Crisis Response and Recovery	Dorn & Shepherd	20 mins		
EOP: <i>Building the Plan</i>	Dorn & Shepherd	17 mins		
EOP: <i>Implementing the Plan</i>	Dorn & Shepherd	19 mins		
Family Reunification	Dorn & Shepherd	20 mins		
Incident Command Systems	Mary Schoenfeldt	30 mins		
Managing the Aftermath of Tragedy: <i>Administrators</i>	Drs. Scott & Donna Poland	25 mins		
Managing the Aftermath of Tragedy: <i>Staff</i>	Drs. Scott & Donna Poland	25 mins		
Tactical Site Surveys	Dorn & Shepherd	20 mins		
Terrorism: <i>Awareness & Response (Administrators)</i>	Multiple Contributors	34 mins		
Terrorism: <i>Awareness & Response (Staff)</i>	Multiple Contributors	34 mins		
Threat Assessment	Dr. Scott Poland	22 mins		

EMPLOYMENT	Author	Length	Available in Spanish	Coming Soon
Conducting Job Interviews	Catherine Mattice	24 mins		
Discrimination: <i>Avoiding Discriminatory Practices</i>	Catherine Mattice	29 mins		
Manager Role in Safety & Liability	Keenan & Associates	36 mins		
Managing Difficult Behaviors	Catherine Mattice	18 mins		
Performance Evaluations	Catherine Mattice	24 mins		
Retaliation Liability	Catherine Mattice	27 mins		
Sensitivity Awareness	Catherine Mattice	24 mins		
Sexual Harassment: Policy & Prevention	Staff	75 mins		
Supervisor's Role in Safety	Staff	25 mins		

ENVIRONMENTAL	Author	Length	Available in Spanish	Coming Soon
Accident Investigation	Jeremy Norton	28 mins		
Aerial Lift Safety	Jeremy Norton	25 mins		
Asbestos Awareness: <i>Complete</i>	Joseph Guth	1 hour		
Asbestos Awareness: <i>Refresher</i>	Joseph Guth	23 mins	SP	
Asbestos Awareness: <i>2-Hour</i>	Joseph Guth	2 hours		
Back Injury & Lifting: <i>Complete</i>	Vaughan & Sommer	20 mins	SP	
Back Injury & Lifting: <i>Support Staff</i>	Joanette Lima	17 mins	SP	
Back Injury & Lifting: <i>Teachers & Administration</i>	Vaughan & Sommer	14 mins		
Chemical Spills Overview	Linda Stroud	22 mins	SP	
Classroom Safety	Keenan & Associates	20 mins		
Commercial Mower Safety	Staff	24 mins		
Compressed Gas Safety	Mike Peterman	13 mins		
Confined Spaces	Bryan Visscher	20 mins	SP	
Electrical Safety: <i>Complete</i>	Bryan Visscher	27 mins	SP	

ENVIRONMENTAL, CONT.	Author	Length	Available in Spanish	Coming Soon
Electrical Safety: <i>Primer</i>	Bryan Visscher	17 mins		
Energy Conservation	Bryan Visscher	18 mins		
Eye & Face Protection	James Vaughan	12 mins	SP	
Facility Emergencies	Bryan Visscher	22 mins		
Fall Protection	Bryan Visscher	24 mins		
Fire and Explosion Hazards	John Snider	25 mins		
Fire Extinguisher Safety	Mike Peterman	10 mins	SP	
Forklift Safety	Jeremy Norton	17 mins		
General Safety Orientation	Steve Lyons	14 mins	SP	
Hand & Power Tool Safety Overview	Jeremy Norton	18 mins	SP	
Hazard Communications: <i>Right to Understand</i>	Linda Stroud	26 mins	SP	
Hearing Loss Prevention	Multiple Contributors	11 mins	SP	
Heat Illness Prevention	Staff	13 mins	SP	
Indoor Air Quality Awareness	Rich Prill	22 mins		
Integrated Pest Management	Janet Hurley	24 mins	SP	
Ladder Safety	Multiple Contributors	26 mins	SP	
Lead Safety Awareness	Bryan Visscher	15 mins		
Lockout/Tagout: Energy Release	Vaughan & Sommer	13 mins	SP	
Mercury Spills	Kirt Poulsen	14 mins	SP	
Office Ergonomics	James Vaughan	13 mins		
Personal Protective Equipment (PPE)	Multiple Contributors	15 mins	SP	
Playground Maintenance & Inspection	Susan Hudson	19 mins		
Respirable Crystalline Silica Awareness	Bryan Visscher	16 mins		
Respiratory Protection	Staff	17 mins		
Safety Committee Operations	Jeremy Norton	17 mins		
Safety Data Sheets (SDS)	Linda Stroud	19 mins	SP	
Scaffolding Safety	Jeremy Norton	22 mins		
Scent Awareness	Jamie Gibbings	13 mins		
Science Lab Safety	Kirt Poulsen	30 mins		
Science Laboratory Chemical Spills	Linda Stroud	28 mins		
Scissor Lift Safety	Jeremy Norton	21 mins		
Slips, Trips & Falls: <i>Complete</i>	Vaughan & Sommer	26 mins	SP	
Slips, Trips & Falls: <i>Refresher</i>	Vaughan & Sommer	17 mins		
Slips, Trips & Falls: <i>Custodians, Maint. & Facilities</i>	Vaughan & Sommer	20 mins		
Slips, Trips & Falls: <i>Nutrition Services</i>	Vaughan & Sommer	20 mins		
Slips, Trips & Falls: <i>Teachers & Administration</i>	Vaughan & Sommer	26 mins		
Stormwater Management Overview	Samantha Brown	24 mins		
Trenching & Excavation Safety	Jeremy Norton	19 mins		
Utility Cart Safety	Staff	17 mins	SP	
Water Damage Prevention	Bryan Visscher	28 mins		
Welding, Cutting & Brazing Safety Awareness	Jeremy Norton	22 mins		

ENVIRONMENTAL, CONT.	Author	Length	Available in Spanish	Coming Soon
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Workplace Injury Prevention	Multiple Contributors	25 mins		
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HEALTH	Author	Length	Available in Spanish	Coming Soon
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Automated External Defibrillators (AEDs)	Tibbitts & Eastman	20 mins		
Bedbugs in Schools	Lucinda Mejdell- Awbrey	12 mins	SP	
Bloodborne Pathogens Exposure Prevention: <i>Complete</i>	Vaughan & Sommer	22 mins		
Bloodborne Pathogens Exposure Prevention: <i>Refresher</i>	Vaughan & Sommer	13 mins	SP	
BBP Exposure Prevention: <i>Custodians</i>	Vaughan & Sommer	23 mins	SP	
BBP Exposure Prevention: <i>Support Staff (Non-Custodial)</i>	Vaughan & Sommer	20 mins		
BBP Exposure Prevention: <i>Teachers & Administration</i>	Vaughan & Sommer	19 mins		
Cardiopulmonary Resuscitation (CPR)	Multiple Contributors	14 mins		
Common Illness Prevention	Lucinda Mejdell- Awbrey	13 mins		
Concussion Awareness: Athletics	Brent George	20 mins		
First Aid	Lucinda Mejdell- Awbrey	32 mins	SP	
Head Lice	Lucinda Mejdell- Awbrey	8 mins	SP	
Health Emergencies: <i>Asthma Awareness</i>	Carol Jones	14 mins	SP	
Health Emergencies: <i>Choking & the Heimlich Maneuver</i>	Lucinda Mejdell- Awbrey	5 mins		
Health Emergencies: <i>Diabetes Awareness</i>	Tibbitts & Eastman	10 mins		
Health Emergencies: <i>Hemophilia</i>	Tibbitts & Eastman	8 mins		
Health Emergencies: <i>Life-Threatening Allergies</i>	Carol Jones	15 mins		
Health Emergencies: <i>Overview</i>	Tibbitts & Eastman	25 mins		
Health Emergencies: <i>Seizures</i>	Janell Eastman	12 mins		
HIV/AIDS Awareness	Carol Jones	6 mins		
Medication Administration Basics	Lucinda Mejdell- Awbrey	25 mins		
Medication Administration: <i>Diastat</i>	Lucinda Mejdell- Awbrey	14 mins		
Medication Administration: <i>Epinephrine Auto-Injectors</i>	Multiple Contributors	19 mins		
Medication Administration: <i>Glucagon</i>	Lucinda Mejdell- Awbrey	13 mins		
MRSA Awareness	Lucinda Mejdell- Awbrey	13 mins		
Pandemic Flu	Sonayia Shepherd	21 mins		
Steroid & PED Awareness in Athletics	Dr. Charles LeRoy	24 mins		
Stress Management	Catherine Mattice	29 mins		
Student Mental Health	Dr. Bonnie Hedrick	23 mins		
Sudden Cardiac Arrest in Athletics	Lucinda Mejdell- Awbrey	13 mins		

HUMAN RESOURCES	Author	Length	Available in Spanish	Coming Soon
Americans with Disabilities Act Overview	William Goren	18 mins		
Athletic Liability	Donna Lopiano	43 mins		
Boundary Invasion	Patterson & Austin	23 mins	SP	
Conflict Management: <i>Managing the Angry Parent</i>	Hazler & Carney	20 mins		
Conflict Management: <i>Staff-to-Staff</i>	Hazler & Carney	14 mins		
Conflict Management: <i>Student-to-Student</i>	Hazler & Carney	20 mins		
Customer Service Overview: <i>Administration</i>	Staff	12 mins		
Customer Service Overview: <i>Support Services</i>	Staff	10 mins	SP	
Customer Service Overview: <i>Teachers</i>	Staff	10 mins		
Discrimination Awareness in the Workplace	Catherine Mattice	15 mins		
Diversity Awareness: <i>Staff-to-Staff</i>	Catherine Mattice	20 mins		
Diversity Awareness: <i>Staff-to-Student</i>	Gilbert Martini, Jr.	25 mins		
Drug Free Workplace	Jeremy Norton	22 mins		
Family Medical Leave Act (FMLA)	Catherine Mattice	16 mins		
General Ethics in the Workplace	Catherine Mattice	24 mins		
HIPAA Overview	Lucinda Mejdell- Awbrey	14 mins		
Sexual Harassment: <i>Staff-to-Staff (Complete)</i>	Staff	27 mins	SP	
Sexual Harassment: <i>Staff-to-Staff (Refresher)</i>	Staff	15 mins		
Sexual Harassment: <i>Student Issues & Response</i>	Jennifer Watson	32 mins		
Sexual Misconduct: <i>Staff-to-Student</i>	Dr. Robert Shoop	35 mins	SP	
Title IX and Gender Equity in Athletics	Donna Lopiano	43 mins		
Title VI Overview	Staff	33 mins		
Workplace Bullying: <i>Awareness & Prevention</i>	Catherine Mattice	20 mins		
Workplace Violence: <i>Awareness & Prevention (Employee)</i>	Catherine Mattice	20 mins		
Workplace Violence: <i>Awareness & Prevention (Supervisor)</i>	Catherine Mattice	29 mins		

INFORMATION TECHNOLOGY	Author	Length	Available in Spanish	Coming Soon
Browser Security Basics	Pete Just	15 mins		
CIPA: <i>Compliance with the Children's Internet Protection Act</i>	Staff	14 mins		
Copyright Infringement	William Stepien	24 mins		
Cybersecurity	Pete Just	13 mins		
Email and Messaging Safety	Pete Just	12 mins		
Online Safety: <i>Cyberbullying</i>	Staff	21 mins		
Online Safety: <i>Predators</i>	Staff	17 mins		
Online Safety: <i>Threats of Violence</i>	Staff	14 mins		
Online Safety: <i>What Every Educator Needs to Know</i>	Staff	29 mins		
Password Security Basics	Pete Just	7 mins		
Payment Card Industry Data Security Standard (PCI DSS) Overview	Pete Just	13 mins		
Protection Against Malware	Pete Just	15 mins		

MISCELLANEOUS	Author	Length	Available in Spanish	Coming Soon
Getting Started with SafeSchools Alert (<i>Administrators</i>)	Staff	22 mins		
Getting Started with SafeSchools Alert (<i>Ticket Managers</i>)	Staff	14 mins		
Workplace Injury Prevention: Coaches	MSGIA	2 mins		
Workplace Injury Prevention: Custodial Services	MSGIA	3 mins		
Workplace Injury Prevention: Nutrition Services	MSGIA	3 mins		
Workplace Injury Prevention: Teachers	MSGIA	2 mins		

NUTRITION SERVICES	Author	Length	Available in Spanish	Coming Soon
Civil Rights in Food Service: <i>Administrative Staff</i>	Art Dunham	15 mins		
Civil Rights in Food Service: <i>Frontline Staff</i>	Art Dunham	13 mins	SP	
Food Safety & Kitchen Sanitation	Art Dunham	14 mins	SP	
Food Service Equipment: <i>Safe Use</i>	Art Dunham	20 mins	SP	
Food Service Equipment: <i>Sanitation</i>	Art Dunham	22 mins	SP	
Foodborne Illnesses	Art Dunham	20 mins	SP	
HACCP: <i>Hazard Analysis & Critical Control Points</i>	Art Dunham	23 mins	SP	
Nutrition Basics	Art Dunham	21 mins		
School Meal Compliance	Art Dunham	19 mins	SP	

SECURITY	Author	Length	Available in Spanish	Coming Soon
Arson Awareness & Prevention	George Phelps	19 mins		
Copper Theft Awareness	Staff	9 mins		
Crime Prevention through Physical Security	Paul Timm	25 mins		
Safety Basics for Security Staff	Keenan & Associates	22 mins		
School Intruders	Robert Watson	14 mins		
School Violence: Identifying & Addressing	Paul Timm	20 mins		
Visual Weapons Screening	Dorn & Shepherd	20 mins		

SOCIAL & BEHAVIORAL	Author	Length	Available in Spanish	Coming Soon
Administrative Supervision of Students	Donna Poland	27 mins		
Bullying: <i>Recognition & Response (Complete)</i>	Hazler & Carney	39 mins		
Bullying: <i>Recognition & Response (Refresher)</i>	Hazler & Carney	25 mins		
Child Abuse: <i>Identification & Intervention</i>	Wendy Armstrong	33 mins		
Child Abuse: <i>Mandatory Reporting</i>	Eve Pearl	53 mins		
Child Abuse: <i>Mandatory Reporting (Primer)</i>	Eve Pearl	19 mins		
Communication Styles and Skills	Staff	9 mins		
Cultural Competence and Racial Bias	Staff	16 mins		
Dating Violence: <i>Identification & Intervention</i>	Staff	20 mins		
De-Escalation Strategies	Nitza McKee	21 mins		
Disruptive Student Behavior	Randy Sprick	33 mins		
Gang Awareness	Richard Ramos	30 mins		
Hazing	Dr. Bonnie Hedrick	19 mins		
Homeless Students: <i>Awareness & Understanding</i>	Barbara Duffield	19 mins	SP	
Human Trafficking Awareness	Catherine Mattice	21 mins		
Making Schools Safe for LGBT Students	Mattice & Meyer	20 mins		
Playground Supervision	Susan Hudson	16 mins	SP	
Prescription Drug & Opioid Abuse: <i>Impact on Students</i>	PreventionFIRST!	23 mins		
Restraint & Seclusion	Dr. Reece Peterson	22 mins		
Self-Injury and Cutting	Dr. Scott Poland	21 mins		
Sport Supervision & Safety	Dr. Charles LeRoy	22 mins		
Student Drug & Alcohol Abuse	Mary Haag	30 mins		
Transgender Awareness	Mattice & Meyer	19 mins		
Youth Suicide: <i>Awareness & Prevention (Full Course)</i>	Dr. Scott Poland	26 mins		
Youth Suicide: <i>Awareness & Prevention (Jason Flatt Act)</i>	Multiple Contributors	1 hour		
Youth Suicide: <i>Awareness & Prevention (Jason Flatt Act)</i>	Multiple Contributors	2 hours		

SPECIAL EDUCATION	Author	Length	Available in Spanish	Coming Soon
Oppositional Defiant Disorder (ODD)*	Scott Walls	49 mins		
Paraeducators: Behavior Management Basics*	Lisa Combs	28 mins		
Paraeducators: Roles and Responsibilities *	Kent Gerlach	55 mins		
Special Education: <i>Lifts and Transfers</i>	Rich Ferdinand	25 mins		
Special Education: <i>Safety in the Classroom</i>	Keenan & Associates	25 mins		
Working Safely with Students with Special Needs	Kim Sax Halley	29 mins		

*Exceptional Child Courses

TRANSPORTATION	Author	Length	Available in Spanish	Coming Soon
15-Passenger Van Safety	Staff	19 mins		
Bus Behavior & Discipline	Ted Finlayson-Schueler	19 mins		

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Child Safety Restraint Systems	TRAINING Ted Finlayson-Schueler	25 mins	
City Driving	Patrick Fitzpatrick	15 mins	
Crossing Guard Safety	Keenan & Associates	15 mins	
Defensive Driving	Patrick Fitzpatrick	20 mins	SP
Distracted Driving	Patrick Fitzpatrick	12mins	
Evacuation Planning for Students with Special Needs	Ted Finlayson-Schueler	25 mins	
Road Rage	Patrick Fitzpatrick	9 mins	
School Bus Transportation Safety	Vaughan & Sommer	35 mins	
Van Safety	Staff	21 mins	
Wheelchair Securement	Manary & Schneider	20 mins	
Winter Driving	Patrick Fitzpatrick	15 mins	

Revised 3/25/19

MONTANA SCHOOLS GROUP INSURANCE AUTHORITY PROGRAM AGREEMENT

IN WITNESS WHEREOF, The Authority has caused this Agreement to be executed in its name by its duly authorized officers; and the Members have caused this Agreement to be executed in its name by its duly authorized officers, as of the date first above written.

MONTANA SCHOOLS GROUP INSURANCE AUTHORITY,
as Authority

By SHA ZBB
MSGIA

Date 5-15-19

By [Signature]
Gallatin Gateway School District #35

Date 5-15-19

ATTEST:

[Signature]
School Business Official

Agenda Item: Consider End of the Year Requisition Requests & Budgetary Priorities

Background:

- Each year the staff submits requisitions for needs and wants for the next school year
 - Staff was asked to have all requisitions submitted through Black Mountain (new procedure) by May 1 in order for the Superintendent to review all requests and so the report can be prepared for the Board to review at May 15 regular meeting
- The District tries to purchase as much as possible with any budgeted funds remaining at the end of each year

Other areas for consideration/discussion:

Since the Board will not meet again until June 26, 2019, the District Clerk and Superintendent need guidance from the Board for end of the year budgetary priorities such as:

1. Multi-District agreement- is there a minimum amount the board would like to ensure is transferred?
 - a. *Recommendation:* provide a minimum amount the Board would like transferred (i.e. \$5000), but also ensure the motion to includes any remaining funds after all other priorities are met to “zero out” the general fund.
 2. Compensated Absences Fund- does the board want to maintain maximum level?
 - a. *Recommendation:* maintain the maximum level allowable by law.
 3. General Fund reserves- does the board want to maintain maximum level?
 - a. *Recommendation:* maintain the maximum level allowable by law. (10%)
 4. Purchasing needs and/or wants- how does the Board want to approach approval of requisitions? Are there other funds that the Board would like to consider using to pay for some of the requisitions?
 - a. *Recommendation:* consider using some Fund 115 to purchase some of the needs/wants to help assist with ensuring reserves and compensated absences levels are maintained.
 5. Facility and grounds maintenance projects- which fund(s) would the Board like to use to finance projects (i.e. General Fund, Building Reserve, or other?)
 - a. *Recommendation:* determine which projects the Board wants to complete and then delineate how the Board would like to finance those projects (i.e. permissive building reserve levy, voted building reserve levy, general fund, adult ed, fund 115, etc)
- Are there any requisitions the Board is 100% opposed to approving?
 - Are there any requisitions that are a higher priority than others if funding was not available to approve them all?

This agenda item may take multiple motions to complete.

2019 END OF YEAR REQUISITIONS

NEEDS	WANTS					
Req #	Requestor	Department	Need/Want	Company	Decription	Total
ART						
131	KROGSTAD	Art	Need	SCHOOL SPECIALTY INC.	Whole School Art Supplies	\$2,398.70 \$2,398.70
BUSINESS OFFICE						
80	FISHER	Business	Need	SCHOOL SPECIALTY INC.	Business Office Supplies	\$163.36 \$163.36
COUNSELING						
31	GRAFEL	Counseling	Need	AMAZON.COM	Counseling Resources/Materials	\$324.06
34	GRAFEL	Counseling	Need	SECOND STEP	K-5 SEL Bundle	\$2,384.00
180	GRAFEL	Counseling	Need	GALLUP STRENGTHS FINDER	Counseling Resources/Materials	\$249.75
35	GRAFEL	Counseling	Need	SECOND STEP	Mindful Yeti School Program	\$499.00 \$3,456.81
32	GRAFEL	Counseling	Want	AMAZON.COM	Counseling Resources/Materials	\$364.26
81	GRAFEL	Counseling	Want	SCHOLASTIC INC.	Choices Magazine Subscription	\$292.29 \$656.55
TITLE						
87	GRAFEL	Title 1	Need	MCGRAW-HILL SCHOOL EDUCATION	Curriculum Materials	\$720.10
89	GRAFEL	Title 1	Need	AMAZON.COM	Classroom Supplies	\$142.02 \$862.12
HEALTH ENHANCEMENT						
96	JAEGER	Health Enhancement	Need	GOPHER	PE Equipment	\$770.76 \$770.76
INSTRUCTION						
11	ALIX DAVIS	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$1,021.00
15	ALIX DAVIS	Instruction	Need	AMAZON.COM	Classroom Supplies	\$156.85
18	ALIX DAVIS	Instruction	Need	THE MATH LEARNING CENTER	Curriculum Materials	\$634.00
21	ALIX DAVIS	Instruction	Need	LAKESHORE LEARNING MATERIALS	Classroom Supplies	\$856.66
22	ALIX DAVIS	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$291.92
51	ALIX DAVIS	Instruction	Need	STAPLES CREDIT PLAN	Classroom Supplies	\$72.30 \$3,032.73
148	ALIX DAVIS	Instruction	Need	AMAZON.COM	Classroom Supplies	\$48.97
161	ALIX DAVIS	Instruction	Need	SCHOOL SPECIALTY	Classroom Supplies	\$392.60 \$441.57
63	DAVIS	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$242.36 \$242.36
50	HETHERINGTON	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$91.61
69	HETHERINGTON	Instruction	Need	AMAZON.COM	Stools X8	\$195.95 \$287.56
12	HETHERINGTON	Instruction	Want	REALLY GOOD STUFF	Classroom Supplies	\$358.36 \$358.36
105	KROGSTAD	Instruction	Need	ALLPORT EDITIONS	Italic Handwriting Series	\$176.25
106	KROGSTAD	Instruction	Need	JONES SCHOOL SUPPLY CO INC	Science Fair Rewards	\$77.20
108	KROGSTAD	Instruction	Need	FOLLETT EDUCATIONAL SERVICES	Curriculum Materials	\$844.50
109	KROGSTAD	Instruction	Need	SCHOLASTIC INC.	Scholastic Subscription	\$101.10

112	KROGSTAD	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$265.78	
130	KROGSTAD	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$577.03	\$2,041.86
113	KROGSTAD	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$486.16	
129	KROGSTAD	Instruction	Want	Creative3, LLC	Curriculum materials Science and Literacy Program	\$969.99	\$1,456.15
27	MATTHEWS	Instruction	Need	FLINN SCIENTIFIC INC	Classroom Supplies	\$296.00	
114	MATTHEWS	Instruction	Need	FLINN SCIENTIFIC INC	Curriculum Materials	\$499.75	\$795.75
29	MATTHEWS	Instruction	Want	FLINN SCIENTIFIC INC	Classroom Supplies	\$103.10	\$103.10
123	RUBIO	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$743.16	
127	RUBIO	Instruction	Need	SCHOLASTIC INC.	Scholastic Subscription	\$151.68	\$894.84
124	RUBIO	Instruction	Want	REALLY GOOD STUFF	Classroom Supplies	\$113.90	\$113.90
23	SENEFELDER	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$507.92	
46	SENEFELDER	Instruction	Need	ALLPORT EDITIONS	Curriculum Materials	\$528.75	
47	SENEFELDER	Instruction	Need	LAKESHORE LEARNING MATERIALS	Classroom Supplies	\$573.85	
48	SENEFELDER	Instruction	Need	SCHOOL SPECIALTY INC.	Tables X6	\$1,763.28	
49	SENEFELDER	Instruction	Need	AMAZON.COM	Classroom Supplies	\$21.99	\$3,395.79
42	SENEFELDER	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$100.58	\$100.58
26	TYSSE	Instruction	Need	ALLPORT EDITIONS	Curriculum Materials	\$335.50	
30	TYSSE	Instruction	Need	FOLLETT EDUCATIONAL SERVICES	Curriculum Materials	\$916.30	
90	TYSSE	Instruction	Need	PEARSON/SCOTTFORSMAN	Curriculum Materials	\$1,120.00	
132	TYSSE	Instruction	Need	FOLLETT EDUCATIONAL SERVICES	Curriculum Materials	\$954.80	
133	TYSSE	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$165.14	
136	TYSSE	Instruction	Need	PRIMARY CONCEPTS	Curriculum Materials	\$85.58	
137	TYSSE	Instruction	Need	TRETOP PUBLISHING	Curriculum Materials	\$126.85	
138	TYSSE	Instruction	Need	SCHOLASTIC INC.	Scholastic Subscription	\$132.25	
140	TYSSE	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$211.36	
141	TYSSE	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$50.81	\$4,098.59
53	YAGER	Instruction	Need	ALLPORT EDITIONS	Curriculum Materials	\$235.00	
55	YAGER	Instruction	Need	HEINEMANN	Curriculum Materials	\$46.00	
59	YAGER	Instruction	Need	HEINEMANN	Curriculum Materials	\$288.00	
65	YAGER	Instruction	Need	THE MATH LEARNING CENTER	Curriculum Materials	\$288.90	
66	YAGER	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$573.77	
67	YAGER	Instruction	Need	CURRICULUM EXPRESS	Curriculum Materials	\$546.24	
68	YAGER	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$513.60	\$2,491.51
70	YAGER	Instruction	Want	HEINEMANN	Classroom Supplies	\$12.95	
73	YAGER	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$156.23	
75	YAGER	Instruction	Want	AMAZON.COM	Classroom Supplies	\$89.38	
99	YAGER	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$137.55	\$396.11
LIBRARY							
118	HETHERINGTON	Library	Need	DEMCO	Classroom Supplies	\$756.81	
121	HETHERINGTON	Library	Need	FOLLETT SCHOOL SOLUTIONS	Library Books	\$421.55	\$1,178.36
MUSIC							
95	JAEGER	Music	Need	AMAZON.COM	Classroom Supplies	\$259.99	
97	JAEGER	Music	Need	JW PEPPER	Classroom Supplies	\$239.97	\$499.96

98	JAEGER	Music	Want	WEST MUSIC	Classroom Supplies	\$260.97	\$260.97
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SPECIAL EDUCATION

111	JOHNSTON	Special Education	Need	AMAZON.COM	Classroom Supplies	\$1,123.88	
119	JOHNSTON	Special Education	Need	HOUGHTON MIFFLIN HARCOURT	Test Materials	\$914.10	\$2,037.98
120	JOHNSTON	Special Education	Want	AMAZON.COM	Stools X 7	\$799.69	
168	JOHNSTON	Special Education	Want	SCHOOL SPECIALTY	Organizer Proj 8 PCKT	\$48.25	
165	JOHNSTON	Special Education	Want	SCHOOL SPECIALTY	Classroom Supplies	\$95.55	\$943.49

TECHNOLOGY

58	COON	Technology	Need	CDW GOVERNMENT, INC.	Tablets and Keyboards X5	\$5,400.00	
176	COON	Technology	Need	AMAZON.COM	Headphones and Keyboard Replacements	\$809.65	
62	COON	Technology	Need	SCHOOL SPECIALTY INC.	Wireless PA System	\$632.96	
71	HETHERINGTON	Technology	Need	CDW GOVERNMENT, INC.	Chromebooks X20	\$6,351.80	
57	ALIX DAVIS	Technology	Need	CDW GOVERNMENT, INC.	Chromebooks and Cart	\$9,485.16	
169	FISHER	Technology	Need	CDW GOVERNMENT, INC.	Business Office Replacement Laptop	\$1,444.37	
155	GRAFEL	Title 1	Need	CDW GOVERNMENT, INC.	Chromebooks X5	\$1,527.30	
175	JOHNSTON	Special Education	Need	CDW GOVERNMENT, INC.	Chromebooks X5	\$1,527.00	
178	COON	Business	Need	PDF COMPLETE	PDF Converter X4	\$239.80	
104	SENEFELDER	Technology	Need	CDW GOVERNMENT, INC.	Chromebooks & Cart	\$9,485.16	\$36,903.20

DISTRICT

37	ANDERSON	District	Need	MONTANA STATE UNIVERSITY	Summer MBI Plus Parking for 4 participants	\$1,380.00	
86	CLARK	District	Need	SCHOOL SPECIALTY INC.	Office/Classroom Supplies	\$2,730.90	
152	CLARK	District	Need	SUMMIT PRODUCTS	Dog Tags	\$445.50	
158	CLARK	District	Need	AMAZON.COM	Door Buddies, Folding Tables, Extension Cords	\$302.05	
167	MATTHEWS	District	Need	MASCOTJUNCTION.COM	PBIS/MBI Roll out kit	\$4,999.00	
181	ANDERSON	District	Need	HEINEMANN	Lucy Calkins Curriculum Materials Grades K-2	\$693.00	
	ANDERSON	District	Need	TBD	Lucy Calkins- Classroom Library Grades 3-5	\$1,500.00	
163	CLARK	District	Need	ALLEGRA	Office Supplies	\$712.85	\$12,763.30
174	ANDERSON	District	Want	TBD	Middle School Math Curriculum	\$5,000.00	\$5,000.00

MAINTENANCE

83	CLARK	Maintenance	Need	HOUSE OF CLEAN	Feminine Product Dispenser & Product	\$810.83	
84	CLARK	Maintenance	Need	HOUSE OF CLEAN	Maintenance Supplies	\$3,208.63	
85	CLARK	Maintenance	Need	GATEWAY ELECTRIC LLC	LED Fixture & Bulb Changeover	\$4,936.24	-per
149	CLARK	Maintenance	Need	ARBOR MEDIC, INC.	Shrub and Tree Trimming	\$1,525.00	
150	CLARK	Maintenance	Need	FULL SPECTRUM SERVICES	Painting Maintenance	\$5,680.00	
151	CLARK	Maintenance	Need	WESTERN SPORT FLOORS LLC	Cafeteria Floors	\$6,750.00	-per
157	CLARK	Maintenance	Need	ANOTHER PETER'S PAINTING	Outdoor Parking Lot/Playground Painting	\$1,475.00	
159	CLARK	Maintenance	Need	THE FLOORING PLACE INC	Tech Lab Countertop replacement	\$10,200.00	
162	CLARK	Maintenance	Need	THE FLOORING PLACE INC	Recover Conference Table Laminate	\$2,300.00	
164	CLARK	Maintenance	Need	SECURITY SOLUTIONS	Building Security Key Fob System 3 exterior doors	\$6,500.00	-per
173	CLARK	Maintenance	Need	THREE SEASONS INC.	Parking Lot/Playground Sweeping & Woodchip	\$1,300.00	
117	MATTHEWS	Maintenance	Need	MONTANA DEPT. ENVIRONMENTAL	Chemical Disposal	\$1,500.00	\$46,185.70

Floor Drains - \$3500 - voted

ART	Needs	\$2,398.70					
	Wants	\$0.00					
			\$2,398.70		TOTAL NEEDS:	\$124,942.81	
					TOTAL WANTS:	\$9,631.57	
BUSINESS OFFICE	Needs	\$163.36				\$134,574.38	

	Wants	\$0.00	
			\$163.36
COUNSELING	Needs	\$3,456.81	
	Wants	\$656.55	
			\$4,113.36
TITLE	Needs	\$862.12	
	Wants	\$0.00	
			\$862.12
HEALTH ENHANCEMENT	Needs	\$770.76	
	Wants	\$0.00	
			\$770.76
INSTRUCTION	Needs	\$17,722.56	
	Wants	\$2,770.56	
			\$20,493.12
LIBRARY	Needs	\$1,178.36	
	Wants	\$0.00	
			\$1,178.36
MUSIC	Needs	\$499.96	
	Wants	\$260.97	
			\$760.93
SPECIAL EDUCATION	Needs	\$2,037.98	
	Wants	\$943.49	
			\$2,981.47
TECHNOLOGY	Needs	\$36,903.20	
	Wants	\$0.00	
			\$36,903.20
DISTRICT	Needs	\$12,763.30	
	Wants	\$5,000.00	
			\$17,763.30
MAINTENANCE	Need	\$46,185.70	
	Wants	\$0.00	
			\$46,185.70

Agenda Item: Consider 2018-2019 Certified Staff Contracts- Renewal and/or nonrenewal without cause (Certified Master Agreement, MCA 20-4-205, and 20-4-206)

20-4-205. Notification of teacher reelection -- acceptance. (1) The trustees shall provide written notice by June 1 to all teachers who have been reelected. Any teacher who does not receive notice of reelection or termination is automatically reelected for the ensuing school fiscal year.

(2) Any teacher who receives notification of reelection for the ensuing school fiscal year shall provide the trustees with written acceptance of the conditions of the reelection within 20 days after the receipt of the notice of reelection, and failure to notify the trustees within 20 days constitutes conclusive evidence of the teacher's nonacceptance of the tendered position.

20-4-206. Notification of nontenure teacher reelection -- acceptance -- termination. (1) The trustees shall provide written notice by June 1 to each nontenure teacher employed by the district regarding whether the nontenure teacher has been reelected for the ensuing school fiscal year. A teacher who does not receive written notice of reelection or termination is automatically reelected for the ensuing school fiscal year.

(2) A nontenure teacher who receives notification of reelection for the ensuing school fiscal year shall provide the trustees with written acceptance of the conditions of reelection within 20 days after the receipt of the notice of reelection. Failure to notify the trustees within 20 days constitutes conclusive evidence of the nontenure teacher's nonacceptance of the tendered position.

(3) Subject to the June 1 notice requirements in this section, the trustees may nonrenew the employment of a nontenure teacher at the conclusion of the school fiscal year with or without cause.

Certified Contract Renewal Recommendations:

Certified Employee	FTE	Lane/step	19-20 Salary	Tenure Status
Mike Coon	1.0 FTE	MA (20 years)	\$69,034	Tenured renewal
Alixia Davis	1.0 FTE	BA (1 year)	\$36,606	Non-tenure renewal
Ashley Davis	1.0 FTE	MA (8 years)	\$50,766	Tenured renewal
Nicole Grafel	1.0 FTE	MA+10 (6 years)	\$49,421	Non-tenure renewal
Jamie Hetherington	1.0 FTE	BA+40 (6 years)	\$47,722	Non-tenure renewal
Chantel Jaeger	1.0 FTE	BA (2 years)	\$37,809	Non-tenure renewal
Deborah Johnston	1.0 FTE	BA (1 year)	\$36,606	Non-tenure renewal
Neal Krogstad	1.0 FTE	BA (11 years)	\$48,642	Tenured renewal
Elizabeth Matthews	1.0 FTE	MA+10 (13 years)	\$60,821	Tenured renewal
Veronica Rubio	1.0 FTE	BA (3 years)	\$39,013	Non-tenure renewal*
Ashley Senenfelder	1.0 FTE	BA (2 years)	\$37,809	Non-tenure renewal
Debra Tysse	1.0 FTE	BA+60 (34 years)	\$69,034	Tenured renewal
Jacki Yager	1.0 FTE	BA+10 (6 years)	\$44,323	Tenured renewal

*Tenured contract year (4th consecutive contract) - with the approval of this contract the employee will have tenured status with Gallatin Gateway School District.

Recommended motion:

to renew the following certified staff contracts for 2019-2020:

Mike Coon	1.0 FTE	Neal Krogstad	1.0 FTE
Alixia Davis	1.0 FTE	Elizabeth Matthews	1.0 FTE
Ashley Davis	1.0 FTE	Veronica Rubio	1.0 FTE*
Nicole Grafel	1.0 FTE	Ashley Senenfelder	1.0 FTE
Jamie Hetherington	1.0 FTE	Debra Tysse	1.0 FTE
Chantel Jaeger	1.0 FTE	Jacki Yager	1.0 FTE
Deborah Johnston	1.0 FTE		

Agenda Item- Consider 2019-2020 Student Support Specialist

Background Information:

As our district continues to move forward with the goals of a robust MTSS program for supporting students, it is apparent that we need to incorporate a 0.5 certified FTE to create a Student Support Specialist.

Rationale:

- This position would allow for one person to coordinate all academic supports for students. This would include coordinating SIT meetings, collecting student data, tracking student progress, and scheduling interventions with teachers and/or paraprofessionals.
- Increasing the FTE in this position allows the district to reassign Assessment Coordinator duties to this position.
- It also provides opportunities to expand Gifted and Talented Education offerings; thus, working to provide opportunities for all students to grow.
- This position will work closely with the counselor, 504 Coordinator, SPED Director, and administration to plan and appropriately implement academic supports.
- This position has been discussed through the 2018-2019 school year, as well as, during the strategic planning sessions of 2018. The position has been established as a need in all of those conversations and will help the district move forward in accomplishing parts of the current strategic plan.
- Finally, this position will be combined with the 0.5 Certified Teacher FTE increase in the middle school to create a 1.0 FTE position.

Recommended Motion:

To approve the district to hire a 0.5 FTE Student Support Specialist for the 2019-2020 academic year and adopt job description CERT-008-Student Support Specialist.

STUDENT SUPPORT SPECIALIST

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Student Support Specialist works closely with the administrator, teachers, and other support staff to promote overall student academic performance. Student Support Services is responsible for overall program management of Multi-Tiered Systems of Support (MTSS), Title 1, Gifted, and English Language Learners (ELL) and will serve to increase the academic achievement of students with academic and behavioral interventions. The Student Support Specialist will provide students with comprehensive, coordinated, integrated, and customized supports that are accessible, timely, and strength-based so students are engaged and challenged and each student experiences gains.

ESSENTIAL FUNCTIONS:

- This position carries the responsibilities of leadership, confidentiality, and overall support of school programs.
- Responsible for the overall direction, coordination, and evaluation of the Title I, MTSS, Gifted, and ELL programs.
- Ensures compliance with local, state, and federal guidelines for Title I, MTSS, Gifted, and ELL programs.
- Complies with Board policies, Federal and State regulations, and administrative directives.
- Stay up to date on new and/or changing policies, laws, and best practices for both Title I, MTSS, Gifted, and ELL programs.
- Member of the school's Student Intervention Team.
- Schedules, coordinates, and conducts Title I, MTSS, Gifted, and ELL meetings, events, and benchmark assessments.
- Collaborates and communicates with classroom teachers, counselor, Special Education Teacher, Special Education Cooperative specialists, paraprofessionals, and GGS Administration about students in early identification process, pre-referral, academic or behavioral interventions as determined by Student Intervention Team and identified students with Special Education, Title I, MTSS, Gifted, ELL and/or related services.
- Coordinates the Student Intervention Team meetings and contributes to the design and implementation of a comprehensive school plan for student support noting Tier 1, Tier 2, and Tier 3 interventions and supports for programs such as Title I, MTSS, Gifted, and ELL
- Updates and maintains District Title I plan to ensure compliance with state and federal expectations.
- Maintains records of student progress, interventions used, individualized/differentiated instructional methods, and the successful instructions used.
- Conducts data analysis of student performance data to provide guidance to the Student Intervention Team
- Collaborates with Student Intervention Team to identify student needs, set goals, plan evidence-based interventions, and progress monitor.
- Assists teachers with tracking data to determine the effectiveness of interventions
- Collaborates with teachers to understand, disaggregate, and use student achievement data to enhance their instruction.
- In collaboration with Superintendent, develops and oversees the daily schedule for the the paraprofessionals to ensure maximum student impact and uses data to prepare schedules and coordinate interventions.
- Instructs individuals or groups of students based on intervention plan(s).
- Attends grade-level, team/content area meetings to coordinate Title I, MTSS, Gifted, and ELL processes.

Agenda Item- Consider 2019-2020 Certified Teacher FTE

Background Information:

In the 2016-2017 school year the District reduced the Certified Teacher and Library FTE from 2.0 to 1.0 FTE. These positions were combined into one person, which is reflected in the current set up. This was done in an effort to reduce costs in order to accommodate the small class sizes. After three years, and some additional budget authority the Administration would like to recommend the District consider increasing the FTE for the Certified Teacher position.

Rationale:

- There will be an increase in middle school students during the 2019-2020 school year which will necessitate the need for increasing the teaching FTE. This is especially true from the standpoint of increasing options in afternoon electives.
- Increasing the FTE in this position allows: the district to increase the capacity for student electives in the afternoon. Additionally, it would also provide flexibility in scheduling for possible middle school intervention groups.
- Increasing the FTE will allow the district to incorporate Leadership classes for each individual class. There will no longer be a need to have combo classes in Leadership.
- Finally, having the flexibility of adding someone who can teach a creative writing and/or public speaking elective in the middle school.

Recommended Motion:

To increase the FTE of the Certified Teaching pool by 0.5 for the 2019-2020 academic year.

- Communicates with parents of students receiving Title I, MTSS, Gifted, and ELL services.
- Responsible for coordinating, collaborating, and facilitating student interventions with teachers, special education teacher, paraprofessionals, and other staff members.
- Monitors student caseload for both Title I, MTSS, Gifted, and ELL programs. Managing and maintaining cumulative individual records for students receiving services which requires regularly and systematically collecting, entering, and reporting student data.
- Coordinates and conducts benchmark assessments for new student enrollments
- Coordinates and conducts benchmark assessments for all students throughout each school year.
- Communicates program participation information to the District AIM Coordinator to ensure accuracy of state and local reporting
- Promotes the use of researched-based interventions and identifies evidence-based instructional programs which may be adopted by district to improve instructional methods in classrooms where needed.
- Update and maintain school Title I, MTSS, Gifted, and ELL webpage.
- Updates and maintains inventory of materials used for Title I and other materials in the learning lab.
- Facilitates professional development for self and paraprofessionals.
- Acts as the District's assessment coordinator and ensures the District is compliant with all state assessment requirements..

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana K-8 Teaching Certificate.
- Holds a valid First Aid and CPR/AED certification card.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated ability to communicate expectations, provide guidance, and show an active interest in student progress.
- Demonstrate leadership ability and general knowledge of issues and problems in all aspects of Title I, MTSS, Gifted, and ELL.
- Ability to effectively present information and respond to questions from parents, staff, and community.
- Ability to apply knowledge of best instructional practices and strategies.
- Possess the ability to apply methods, plan, support, and manage adults and students to improves students' educational experiences.
- Ability to be organized and attentive to timelines.
- Ability to problem solve.
- Experience with students on the MTSS spectrum, including gifted and talented as well as at-risk and/or high needs learners.
- Ability to effectively perform essential functions independently with minimal supervision, as well as while working within a team.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

PREFERRED QUALIFICATIONS:

- Reading specialist endorsement, or Master's Degree in Education.
- Experience with Title I, MTSS, Gifted, and/or ELL program.
- Experience with data collection and tracking systems, as well as organizing and reporting data.
- Three years teaching experience.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, email, website, TV/VCR, two-way radio, digital camera, document camera, LCD projector and other technology hardware.

Technologically proficient in all office technology systems including spreadsheets, word processing, email, and the Google Suite.

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 and changing priorities. 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. Occasionally, the employee will lift up to 30 lbs. such as to lift files, paper, school supplies, books, etc.

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). Ability to work with interruptions. Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. Occasional stress of emergencies and stress of interpersonal conflict. 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:

Revised on:

Agenda Item: Consider Classified Staff Contract Renewals 2019-2020

The following recommendation reflects a 2% increase for all returning classified employees.

Rationale: Maintain competitive wages with other area school districts and provide our classified staff with the same % increase that the certified staff received on base salary.

Recommendation to renew the following classified contracts for 2019-2020 with the following salaries and benefits:

Name:	Position	18-19 Hourly Wage	19-20 Proposal	Anticipated Schedule	Flex /Insurance Benefits
Jerry Lee	Bus Driver	\$16.37	\$16.70	4 hrs- 180 days (720)	\$73.56/month (\$735.60/year)
Cheryl Brenner	Bus Driver	\$14.85	\$15.15	4 hrs- 180 days (720)	\$73.56/month (735.60/year)
Carrie Fisher	District Clerk/Business Manager	\$23.76	\$24.24	8 hrs- 260 days (2080)	\$212.50/month (\$2550/year) or MUST- \$584/month
Erica Clark	Administrative Secretary	\$17.48	\$17.83	8 hrs- 260 days (2080)	\$212.50/month (\$2550/year) or MUST- \$584/month
Bobbie Jo Gunderson	Kitchen Manager	\$16.23	\$16.55	8 hrs- 197 days (1576)	\$212.50/month (\$2125/year)
Brooke Savage	Kitchen Assistant	\$13.27	\$13.54	7 hrs- 180 days (1260)	\$212.50/month (\$2125/year)
Rochelle DeGroot	Paraprofessional	\$14.00	\$14.28	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Karen Fujimori	Paraprofessional	\$14.00	\$14.28	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Jamie Poukish	Paraprofessional	\$14.00	\$14.28	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Janet Westlake	Paraprofessional	\$14.85	\$15.15	7.5 hrs- 187 days (1403)	\$212.50/month (\$2125/year)
Christine Hodgson	Nurse Practitioner	\$24.00	\$24.48	8 hurs- 36 days (288)	\$25.75/month (\$257.45/year)
<u>AFTER SCHOOL PROGRAM</u>					
Fraulein Jaffe	After School Program Coordinator	\$16.00	\$16.32	4 hrs- 169 days (676) 5 hrs- 8 days (40)	\$95.50/month (\$955/year)
Alex Luebbe	After School Program Assistant	\$14.00	\$14.28	3 hrs- 169 days (507) 5 hrs- 8 days (40)	\$95.50/month (\$955/year)

Recommended Motion:

to approve the 2019-2020 classified contract renewals, salaries, and benefits as presented.

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

Background:

- Original district job descriptions were adopted by the Board of Trustees February 11, 2003.
- At the time, the job descriptions were adopted based off of the model MTSBA job descriptions
- Some job descriptions have been reviewed/ revised since 2003, but the Board has not conducted a regular review of the job descriptions
- At the January 16, 2019 regular meeting the Board discussed developing job descriptions for new positions, make revisions as needed to existing job descriptions, and review all job descriptions to ensure they meet the current needs of the District and are inline with what employees actually do.
 - The goal of the board is to complete this process prior to offering employees contracts for the next school year in May 2019.
- Job Descriptions for Considered in February 2019:
 - Board-001, 002, 003- Trustees, Board Chair, Board Vice Chair- revision- **TABLED**
 - Admin-001-Superintendent- revision-**ADOPTED**
 - CLAS-003-Administrative Secretary- revision- **ADOPTED**
 - CLAS-016-After School Program Coordinator- addition- **ADOPTED**
 - CLAS-017-After School Program Assistant- addition- **ADOPTED**
 - CLAS-018-Assistant Coach- addition- **TABLED**
 - CLAS-013-School Psychologist- delete/remove- **APPROVED DELETION**
- Job Descriptions Considered in March 2019:
 - Tabled from February 2019:
 - Board-001, 002, 003-Trustees, Board Chair, Board Vice Chair- revision -**ADOPTED**
 - CLAS-018-Assistant Coach- addition-**ADOPTED**
 - CLAS-016- Athletic Director Job Description -**ADOPTED**
 - CLAS-001- Business Manager- delete/remove - **APPROVED DELETION**
 - CLAS-002- School Clerk- revision (change number to CLAS-001)-**ADOPTED**
 - CLAS-005- Kitchen Manager- revision-**ADOPTED**
 - CLAS-011- Assistant Cook- revision-**ADOPTED**
 - CLAS-008- Head Coach- revision-**ADOPTED**
- Job Descriptions Considered in April 2019:
 - CERT- 008- Student Support Specialist- new (addition)- **TABLED**
 - CLAS- 006- Classroom Aide- revision- **ADOPTED**
 - CLAS- 007- Bus Driver- revision- **ADOPTED**
 - CLAS- 009- Playground Supervisor- revision- **ADOPTED**

Job Descriptions for Consideration in May 2019:

- CERT- 008- Student Support Specialist- new (addition)
- CERT-001- Elementary School Teacher (K-8)- revision
- CERT-002- Physical Education Teacher- revision
- CERT-003- Special Education Teacher- revision
- CERT-004- Guidance Counselor- revision
- CERT-005- Librarian- revision
- CERT-006- Substitute Teacher- revision
- CERT-007- School 504 Case Manager-revision
- CERT-009- Music Teacher- new (addition)
- CLAS-012- School Nurse- revision

CERT- 008- Student Support Specialist- new (addition)

- Superintendent, Guidance Counselor, and District Clerk developed this job description for a potential future position at GGS
- This would be a certified position, which requires MT teaching license
- Opening of this position will not occur until at least the regular meeting in May 2019
- This was reviewed and discussed in April 2019 and tabled

CERT-001- Elementary School Teacher (K-8)- revision

CERT-002- Physical Education Teacher- revision

CERT-003- Special Education Teacher- revision

CERT-004- Guidance Counselor- revision

CERT-005- Librarian- revision

CERT-006- Substitute Teacher- revision

CERT-007- School 504 Case Manager-revision

- Trustee Donna Shockley collaborated with Superintendent, District Clerk and Certified Staff to develop revisions as presented.
- Provided to the Association through the LMC and no objections to revisions were presented.

CERT-009- Music Teacher- new (addition)

- Trustee Donna Shockley collaborated with MTSBA, Superintendent, District Clerk and Certified Staff to develop this new job description as presented.
- Provided to the Association through the LMC and no objections to revisions were presented.

CLAS-012- School Nurse- revision

- Input for revisions were received from Superintendent, District Clerk, and the current School Nurse Mrs. Hodgson.

Job Descriptions still requiring review by the Board in the future:

- Maintenance Worker
- Custodian
- System Support Technician
- Technology Coordinator- *new*

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

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

ELEMENTARY SCHOOL TEACHER (K-8)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Elementary School Teacher plans, develops, and teaches a course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.

ESSENTIAL FUNCTIONS:

~~Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.~~ (This became the summary of functions above)

- Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- Counsels students when academic difficulties or behavioral problems arise.
- Conducts standardized tests in accordance with District policies and law.
- Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. ~~May prescribe detention, or loss of playground privileges in cases of student misconduct.~~
- Observes children to detect signs of ill health or emotional disturbance and to evaluate progress.

~~Discusses students' problems and progress with parents.~~

~~Shares with other teachers and aides responsibility for monitoring halls and recess periods.~~

- Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
- Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment, or the need for additional academic challenges. Coordinates decisions with parents concerning any specialized intervention which appears warranted.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.
- Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
- Participates in faculty meetings, child study meetings, Pre-referral Intervention meetings, educational conferences, professional training seminars, and workshops.
- May prepare material for Board meetings ~~and school newsletter~~ as requested by Superintendent.
- Supervises classroom aides and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

Computer (IBM & Mac), calculator, overhead, copier, telephone/voice mail, fax, two-way radio system, digital camera, scanner, website, TV/VCR. Proficiency in several software programs including, but not limited to: Microsoft Word, Excel, MacSchool, PowerPoint, Outlook Express, and Internet Explorer:

A variety of electronic and technology devices, computers, copier, telephone/voicemail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. ~~The employee frequently will work irregular or extended work hours while performing the duties of this job.~~ The employee is directly responsible for safety, well-being, and work output of students. 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, 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 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on: April , 2019

PHYSICAL EDUCATION TEACHER

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Physical Education Teacher plans, develops, and teaches a physical education program to promote development of students' physical attributes and social skills.

ESSENTIAL FUNCTIONS:

- Plans/~~develops~~ and teaches individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students.
- Organizes, leads, instructs, and referees indoor and outdoor activities.
- Instructs individuals or groups in beginning or advanced calisthenics, gymnastics, or corrective exercises.
- Maintains order in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. ~~May prescribe extra assignments or detention in cases of student misconduct.~~
- Complies with Board policies, rules, regulations, and directives.
- Selects, stores, issues, and inventories equipment, materials, and supplies used in physical education program.
- Keeps records of performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.

~~Shares with other teachers and aides responsibility for monitoring halls, study periods, and lunchroom.~~

- May prepare material for Board meetings ~~and school newsletter~~ as requested by Superintendent.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Reports cases of suspected child abuse according to state law.
- Supervises students, classroom aides, and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.

- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of computers (IBM & Mac); calculator, copier, telephone/voice mail, fax, gymnastics equipment, stopwatch, two-way radio, email, and website.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate to noisy.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, 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 up to 30 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on: May , 2019

SPECIAL EDUCATION TEACHER

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Special Education Teacher position carries the responsibilities of leadership, confidentiality, and overall support of school programs. The Special Education Teacher complies with Federal and State regulations, Board policies and Administrative directives.

ESSENTIAL FUNCTIONS:

This position carries the responsibilities of leadership, confidentiality, and overall support of school programs. Complies with Board policies, Federal and State regulations, and Administrative directives (moved up)

- Member of the school's Student Support Intervention Team.
- Monitors and reports the progress of students identified by the Student Support Intervention Team.
- Facilitates instruction for individuals and groups as determined by Student Support Intervention Team.
- Performs data collection and reports progress as needed by Student Support Intervention Team (i.e. behavioral observations, benchmark testing, etc.)
- Coordinates and performs an annual review of the intervention with the Student Support Intervention Team.
- Understands and applies State and Federal Guidelines within IDEA for generation of documents compliant with guidelines and timelines including but not limited to: Referral, Evaluation Plan and Evaluation Report, Individualized Education Program (IEP) and Progress reports.
- Participates in annual staff training regarding changes in State and Federal Guidelines within IDEA.
- Collaborates and communicates with Teachers, Counselor, Special Education Director, and Administration about students in early identification process, pre-referral, academic or behavioral interventions as determined by Student Support Intervention Team and identified students with special education and/or related services.
- Works well with other staff members and collaborates with other teacher to benefit students.
- Write and develop Individualized Education Program (IEP) for each student based on IEP Team.
- Determines through evaluation and observation student progress based on IEP goals and/or student goals identified by the Student Support Intervention Team objectives.
- ~~Monitors and report the progress of students identified by the Student Support Intervention Team.~~
- Attends and participates in Meetings: Student Support Intervention Team/Intervention Planning, ER/IEP, Staff, Data Analysis, and other school wide meetings as required by Administration.
- Facilitates instruction for individuals and groups as determined by Student Support Intervention Team.
- Plans and implements specialized curriculum, individual lessons, and teaching methods.
- Performs data collection as needed by Student Support Intervention Team (i.e. behavioral observations, benchmark testing, etc.)
- Conducts daily teacher consults for identified caseload.
- Reports cases of suspected child abuse according to state law.
- Maintains and records direct and frequent communication with parents about their child (i.e., one-on-one, phone, email, midterms, report cards, letters, notes, etc.) Communication will include positive compliments and areas for needed improvement.
- Timely and accurately prepares report cards, educational records, classroom observation records, and other forms as directed.

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- Collaborates and communicates with other professionals (i.e. Speech-Language Pathologist, Occupational Therapist, School Psychologist, Outside Agencies etc.) and teaching staff regarding progress of students, curriculum, assessment, meeting dates and times, and related educational matters.
- Supervises students, classroom aides, and volunteers as directed.
- Maintains confidentiality concerning Student **Support Intervention** Team
- Understands FERPA regulations and maintains confidentiality.
- Performs staff training on rules and regulations of special education, including processes and forms.
- Creates a school intervention/special education program manual with the Student **Support Intervention** Team.
- Coordinates, performs an annual review of the intervention/special education program manual with the Student **Support Intervention** Team and updates the manual.
- Maintains a webpage on the school's website with current and accurate information pertaining to special education law.

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

SUPERVISORY FUNCTIONS:

Supervises school students, aides, volunteers, and visitors:

Supervises volunteers or visitors to the classroom: (previously stated)

DESIRED MINIMUM QUALIFICATIONS:

- Valid Teaching Certificate with special education endorsements.
- Demonstrates an understanding of child and adolescent developmental issues.
- Ability to relate to and work with children and/or adolescents.
- Ability to write reports and business correspondence.
- Ability to show continuous improvement in using technology and student technology devices.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to **maintain good classroom management and** handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- **Ability to effectively perform essential functions independently with minimal supervision.**
- **Ability to use good judgment and effective problem-solving skills.**
- **Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.**
- **Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.**
- **Ability to work effectively in an environment which can be both physically and emotionally fatiguing.**

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, email, website, wheelchairs, and other special needs equipment.

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 and is required to work in a stressful environment. The employee is directly responsible for the safety, well being, and work output of students. 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, walk, and stand; travel from building to other sites; 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. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History:

Approved on: February 11, 2003

Revised on: April 21, 2014

Revised on: May , 2019

GUIDANCE COUNSELOR

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Guidance Counselor conducts counseling of individual students and student groups regarding behavioral, social, emotional and educational goals. The Counselor also serves as the School 504 Case Manager and School Homeless Liaison.

ESSENTIAL FUNCTIONS, Guidance Counselor:

~~Conducts counseling of individual students and student groups regarding educational, behavioral, and career plans.~~ (this function is included above in summary of functions.)

- Assists students who are showing signs of having educational and behavioral difficulties in addition to attendance.
- Participates in ~~Intervention/ Child Study~~ Student Intervention Team meetings as needed.
- Consults with the teaching staff to facilitate counseling activities into the regular educational program.
- Consults with teachers, other educational staff, and parents regarding the developmental needs of students.
- Makes appropriate referrals of students to school and community programs.
- Monitors student attendance and communicates with families with excessive absences/tardies according to the school procedures.
- Serves as the District's Title IX Coordinator and Title VII Coordinator.
- Posts Montana's *Missing Children* report monthly according to MCA 44-2-506(2).
- Monitors Montana *sexual and violent offender registry* and notifies parents according to Gallatin Gateway School Policy.
- Presents instructional/informational programs to groups of students, parents, and teachers (e.g., parent education programs, group guidance, teacher in-service)
- Guides and monitors the integration of Montana Behavior Initiative (MBI), Second Step, Steps to Respect and other guidance activities into the curriculum at each grade level.
- Works well with other staff members and collaborates with other teachers to benefit students
- Complies with Board policies, rules, regulations, and directives.
- Provides orientation to new students regarding the District's educational opportunities.

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

DESIRED MINIMUM QUALIFICATIONS:

- At least three years of appropriately certified teacher or counseling experience in addition to completion of a college- approved guidance K-12 major or minor.
- Ability to write routine reports and correspondence and newsletter articles.
- Ability to effectively communicate, orally and in writing, with students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.

- Ability to read and analyze general counseling periodicals and professional journals.
- Ability to solve problems in a practical and workable manner.
- Ability to use age-appropriate language and accompanying techniques in one-on-one settings as well as group settings.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.
- Knowledge of the Montana Behavior Initiative (MBI) and other behavior programs.
- Knowledge of the Second Step and Steps to Respect bully anti-bullying and violence prevention programs.

EQUIPMENT USED:

Calculator, computer (~~IBM & Mac~~), copy machine, fax machine, telephone/voice mail, two-way radio, email, website, and digital camera.

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

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: February 11, 2003

Revised on: May 9, 2011

Revised on: May , 2019

LIBRARIAN

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The School Librarian plans and develops a school library collection to support the educational goals of the District, and is responsible for teaching students and staff how to access and use resource information in the library.

ESSENTIAL FUNCTIONS:

Responsible for building a school library collection to support the educational goals of the District. (this is stated in the Summary of Functions above.)

- Responsible for overseeing the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library.
- Provides faculty with bibliographies of library resources that support the subject areas being taught.
- Manages the library and fundraising budgets.
- Participates in grant proposals.
- Selects all reference and library books and submits the selections to the Superintendent for approval.
- Maintains a working knowledge of, builds, and arranges specialized information resources.
- Complies with Board policies, rules, regulations, and directives.
- Provides for computerization of the acquisition and cataloging function.

Responsible for teaching students and staff how to access and use resource information in the library. (this is stated in the Summary of Functions above.)

- Instructs students in developing research skills and related use of technology
- Organizes, trains, and directs library staff and volunteers.
- May prepare material for Board meetings and school newsletter as requested by Superintendent.
- Supervises students, and library staff, and volunteers.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to effectively present information and respond to questions from students, parents, staff.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

EQUIPMENT USED:

Computer (IBM & Mac), overheads, VCR/TV equipment, calculator, copier, fax machine, telephone/voice mail, email, website, and two-way radio system.

A variety of computers, electronic and technology devices, copier, fax machine, telephone/pager/voicemail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; 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 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on: February 11, 2003

Revised on: May , 2019

SUBSTITUTE TEACHER

REPORTS TO: Principal/Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Substitute Teacher instructs classes in the absence of the regular teacher and assumes all other duties and responsibilities for the teacher during the time the teacher is absent.

ESSENTIAL FUNCTIONS:

~~Instructs classes in the absence of the regular teacher.~~ (these were moved up to Summary)

~~Assumes all other duties and responsibilities for a teacher during the time the teacher is absent.~~ (these are included in the Summary of Functions above)

- Prepares lesson plans if instructed to do so by the ~~building principal.~~ *Superintendent*
- Maintains order in the classroom.
- Maintains records, including but not limited to recording student grades, student assignments, projects, and other clerical work as instructed by the absent teacher.
- Works will with other staff members and collaborates with other teachers to benefit students.
- Supervises students and aides.

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

DESIRED MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and/or valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to follow both oral and written directions and instructions.
- Ability to effectively present information and respond to questions from students, parents, staff.
- Ability to maintain classroom management and handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

~~Computer (IBM & Mac), calculator, copier, fax machine, telephone/voice mail, email, website, overhead projector, two-way radio system~~

A variety of electronic and technology devices, computers, copier, telephone/voicemail, fax

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

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: February 11, 2003

Revised on: May , 2019

SCHOOL 504 CASE MANAGER (combined position with Guidance Counselor)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

Provides, organizes, or participates in ongoing district training on Section 504 implementation as needed or assigned.

ESSENTIAL FUNCTIONS:

- May assist in collection and maintenance of all Section 504 data (Section 504 plans, lists of eligible students, discipline records, etc.) as needed or assigned.
- Assists in monitoring for the reduction of architecture barriers for individuals with disabilities in coordination with the 504 Coordinator.
- Acts as contact person in the school along with 504 Coordinator when questions arise about 504 issues.
- Acts as contact person, along with 504 Coordinator, for district and Office for Civil Rights (OCR) student-related Section 504 complaints.
- Participates on team when necessary.
- Ensures that staff are using current Section 504 forms and following current procedures, including: providing information to all teachers who need to know or understand 504 plan contents, for example, when the student's schedule or classes change.
- Reviews forms and data as needed with designated 504 Case Coordinator or designee.
- Coordinates transition of 504 students transferring into and out of the district.
- May act as 504 case manager for individual.
- Schedules meetings & sends notices, including periodic reviews as indicated on plan.
- Gathers necessary information for meetings.
- Writes up 504 documents.
- Provides copies of documents to parents and files in student's cumulative file for future reference.
- Verifies implementation of 504 plan and is available to problem-solve when issues or concerns arise.
- Schedules periodic review at least annually (unless a different timeline is in the plan) or sooner if needed, and before any significant change in placement.
- Collaborates with School Nurse to implement 504 plans for students with health plans.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Class 1, 2, 3 or 6 Montana Teaching Certificate.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from parents, staff, and community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of Section 504.
- Ability to effectively perform essential functions independently with minimal supervision.

- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

Computer (~~IBM & MAC~~), calculator, copier, telephone/voice mail, fax, email, website, TV/VCR, two-way radio, digital camera, and scanner.

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: June 10, 2013

Revised on: May , 2019

MUSIC TEACHER (New job description 2019)
(Grades K - 8)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The Music Teacher is responsible for teaching music education to pupils in grades K-8. The music teacher helps pupils grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences which include singing, moving to music, playing of instruments, and listening to music.

ESSENTIAL FUNCTIONS:

- Teaches skills in music understanding and appreciation to elementary students.
- Plans and executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the music curriculum to the needs of each pupil.
- Encourages students to develop individual musical skills to the greatest extent possible.
- Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of students.
- Acts as Band Director for voluntary and involuntary Band Programs.
- Maintains care for school owned music, musical instruments and equipment to prevent loss or abuse.
- Makes minor adjustments and requests repairs to instruments as required.
- Evaluates each students musical growth, performance, and understanding. Assesses each individuals contribution to the performance of the group.
- Discusses students' problems and progress with parents.
- Selects appropriate music, books and instructional aids to enhance learning and requisitions musical instruments and instructional supplies as needed.
- Collaborates and cooperates with superintendent and staff in providing musical programs for school assemblies and seasonal programs.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Reports cases of suspected child abuse according to state law.
- Complies with Board policies, rules, regulations, and directives.

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

DESIRED MINIMUM QUALIFICATIONS:

- Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator ^{by} if enrolled in an internship.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.

- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax as well as a variety of musical instruments and sound equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety and well-being of students. The noise level in the work environment is usually moderate but at times can be noisy.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, 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 20 pounds.

MENTAL/MOTOR DEMANDS:

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

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

History

Approved on:

Revised on:

SCHOOL HOMELESS LIAISON
(combined position with **Superintendent Guidance Counselor**)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

Ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education.

ESSENTIAL FUNCTIONS:

- Ensure that children and youths enroll in, and have a full and equal opportunity to succeed in school.
- Ensure that homeless families, children, and youths receive educational services for which such families, children and youths are eligible, including Head Start, referrals to health care services, dental services, mental health services and other appropriate services.
- Ensure that parents and guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Ensure that a public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters, and soup kitchens.
- Ensures parent and guardian of a homeless child and youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and assists in accessing transportation to the school.
- Ensures enrollment disputes are mediated in accordance with the McKinney-Vento Act.
- Raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
- Coordinate with other local educational agencies on inter-district issues, such as transportation or transfer of school records.
- Coordinate the provision of the services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act.
- Act as an advocate for homeless children and their families or guardians unaccompanied youth who are enrolled or are entitled to be enrolled in the district, as required by the McKinney-Vento Act.
- Identify homeless children and youth through coordination activities with other entities and agencies.
- Keeps apprised of all legal requirements governing the McKinney-Vento Act.

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

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with Class 3 Administrator Certificate.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from parents, staff, and community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.

- Ability to effectively manage time and responsibilities.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of Title I.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of computers (~~IBM & MAC~~), calculator, copier, telephone/voice mail, fax, email, website, TV/VCR, two-way radio, digital camera, and scanner.

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: October 12, 2004

Revised on: May , 2019

SCHOOL PEDIATRIC NURSE PRACTITIONER (PNP)

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

SUMMARY OF FUNCTIONS:

The School Nurses performs a critical role within the school health program by addressing the major health problems experienced by children. This role includes providing preventive and screening services, health education and assistance with decision-making about health, and immunization against preventable diseases.

JOB RESPONSIBILITIES:

- Coordinates and performs routine screenings including vision, hearing, dental.
- Provides teaching in classrooms as requested on health topics such as nutrition, maturation classes, and others.
- Reviews vaccine records and coordinates completion of student vaccinations.
- Collaborates with public health department on any communicable disease outbreaks: implements board policy on exclusion and readmission of students in connection with communicable diseases.
- Performs sports physical examinations/pre-participation exams.
- Calls parents regarding child visits.
- Administers over-the-counter or prescription medication and treatment as needed.
- Prescribes medications for students as needed.
- Diagnose and treat minor illnesses in school based clinic.
- Collaborate with primary care provider whenever possible.
- Help establish a pediatric medical home when needed.
- Refer to specialists or counselors as needed.
- Screen mental health concerns and refer appropriately.
- Conducts parent conferences and maintains liaison between school counselor, staff and families regarding medical issues.
- Maintains up-to-date cumulative health records on all students requiring nursing intervention. Each child with an identified chronic illness (such as asthma, life-threatening allergy, etc.) will have a personalized health care plan that is updated yearly.
- Administers emergency aid to students and school staff in accordance with established first aid procedures.
- Oversees and develops school health policies, programs and protocols for the school community as needed.
- Assists school personnel in maintaining sanitary standards in schools.
- Attends wellness committee meetings when possible.
- Encourages safe behaviors such as helmet use.
- Actively participates in school safety plans that address school violence, bullying, suicide prevention and emergencies that may occur.
- Communicates equipment and supply needs for the Primary Care Clinic & District to the Superintendent as needed.
- Maintains current first aid kits throughout the school.

- Maintains quality checks on AEDs in school.
- Provides training as needed to staff on medical topics such as recognizing anaphylaxis and Epi-pen administration.
- Complies with scope of practice laws and HIPPA laws.

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

MINIMUM DESIRABLE QUALIFICATIONS:

- RN and APRN licensure from the State of Montana.
- Maintains current BLS certification.
- Maintains national Pediatric Nurse Practitioner certification.
- Ability to provide care for children and teens to age 21 as a Nurse Practitioner.
- Ability to provide RN services to adults.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, staff, and the general public.
- Ability to interpret a variety of written or oral instructions.
- Ability to establish and maintain effective working relationships with students, peers, parents, and community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children, families and staff.

EQUIPMENT USED:

Stethoscope, otoscope, ophthalmoscope, oxygen saturation pulse oximeter, blood pressure cuff, other medical supplies, computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist, reach; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. 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.

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: March 4, 2003

Revised on:

ORIGINAL

Gallatin Gateway School District #35

Job Description
Clas-012
page 1 of 2

SCHOOL NURSE

REPORTS TO: Superintendent

ESSENTIAL FUNCTIONS:

Responsible for professional medical treatment of students.

Responsible for early detection of physical problems as well as health evaluation.

Administers medication and treatment prescribed by physicians.

Assists in promoting programs on health education and immunization.

Coordinates vision, hearing, and scoliosis screenings.

Conducts parent conferences and maintains liaison between physicians, parents, and staff.

Makes recommendations to primary care physicians on health needs of individual students.

Maintains up-to-date cumulative health records on all students requiring nursing intervention.

Reports to parents, school personnel, physicians, clinics and other agencies on student health matters.

Assists teachers in instructing students in health and nutrition education.

Administers emergency aid to students and school staff in accordance with established first aid procedures.

Implements board policy on exclusion and readmission of students in connection with communicable diseases.

Assists school personnel in maintaining sanitary standards in schools.

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

MINIMUM DESIRABLE QUALIFICATIONS:

Proper licensure from the State of Montana.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from students, staff, and the general public.

Ability to interpret a variety of written or oral instructions.

Ability to establish and maintain effective working relationships with students, peers, parents, and community.

Ability to communicate clearly and concisely in writing or orally.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, health-care equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside.

The noise level in the work environment is usually quiet to moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist, reach; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

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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: March 4, 2003

Revised on:

Agenda Item: Non-resident Student Attendance Agreements

Background:

Gallatin Gateway School Board set the 2019-2020 tuition rate at the April 15, 2019 regular board meeting as follows:

to set 2019-2020 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 2019-2020 were sent home with students April 26, 2019. 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 15, 2019** and **June 26, 2019** 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 15 or June 26 meetings
- Informed that attendance agreements received at the school by Wednesday, May 8, 2019 would be reviewed at the Board meeting on Wednesday, May 15, 2019 at 6:00pm in the Boardroom; and attendance agreements received after May 8, 2019, but before June 21, 2019 will be reviewed at the Board meeting on Wednesday, June 26, 2019 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
2018-2019	42

As of May 9, 2019 the District has received thirty (30) attendance agreements for 2019-2020.

Superintendent Recommendation:

Approve attendance agreements for current students who reside out-of-district and request continued enrollment for 2019-2020:

Grade	Status	Home School District	Tuition
4	Current	Belgrade	\$0
7	Current	Belgrade	\$0

1	Current	Belgrade	\$0
5	Current	Belgrade	\$0
3	Current	Belgrade	\$0
5	Current	Belgrade	\$0
8	Current	Belgrade	\$0
2	Current	Bozeman	\$0
2	Current	Bozeman	\$0
6	Current	Bozeman	\$0
6	Current	Bozeman	\$0
7	Current	Bozeman	\$0
8	Current	Bozeman	\$0
8	Current	Bozeman	\$0
7	Current	Bozeman	\$0
5	Current	Bozeman	\$0
1	Current	Bozeman	\$0
6	Current	Bozeman	\$0
1	Current	Bozeman	\$0
3	Current	Bozeman	\$0
4	Current	Bozeman	\$0
7	Current	Bozeman	\$0
7	Current	Bozeman	\$0
6	Current	Bozeman	\$0
1	Current	Bozeman	\$0
5	Current	Monforton	\$0
3	Current	Monforton	\$0
2	Current	Monforton	\$0
7	Current	Monforton	\$0
8	Current	Monforton	\$0

Recommended Motion:

to approve the following Discretionary Non-resident Student Attendance Agreements for the 2019-2020 school year:

Grade	Status	Home School District
4	Current	Belgrade
7	Current	Belgrade


1	Current	Belgrade
5	Current	Belgrade
3	Current	Belgrade
5	Current	Belgrade
8	Current	Belgrade
2	Current	Bozeman
2	Current	Bozeman
6	Current	Bozeman
6	Current	Bozeman
7	Current	Bozeman
8	Current	Bozeman
8	Current	Bozeman
7	Current	Bozeman
5	Current	Bozeman
1	Current	Bozeman
6	Current	Bozeman
1	Current	Bozeman
3	Current	Bozeman
4	Current	Bozeman
7	Current	Bozeman
7	Current	Bozeman
6	Current	Bozeman
1	Current	Bozeman
5	Current	Monforton
3	Current	Monforton
2	Current	Monforton
7	Current	Monforton
8	Current	Monforton

TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)


BE IT RESOLVED, the Board of Trustees for School District No. 35, Gallatin County, State of Montana, requests that Gallatin County, State of Montana, conduct the elections for School District No. 35, Gallatin, County for the May 5, 2020 annual school election (trustee and levy elections).

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.



Aaron Schwieterman
Board Chair



Carrie Fisher
District Clerk

DATED this 15th day of May, 2019.

APPLICATION FOR ADDITIONAL ANB

Instructions

- Enter the requested enrollment increase by category.
 - Explain the circumstances that justify the additional ANB request. Attach additional explanation as necessary.
1. OPENING OR REOPENING OF AN ELEMENTARY SCHOOL.
Procedure: 20-6-502 and 20-9-313(1) MCA
 - A. Proposed date of opening or reopening of elementary school:
 - B. County superintendent estimate of enrollment for new or reopening school for ensuing year:
 - i. K-6:
 - ii. 7-8:
 - C. Basis for estimate of enrollment increase (clearly explain or attach documentation):

 2. OPENING OR REOPENING OF A MIDDLE SCHOOL
Procedure: 20-6-507 and 20-9-313(1) MCA
 - A. Proposed date of opening or reopening of middle school:
 - B. County superintendent estimate of enrollment for new or reopening school for ensuing year:
 - i. 4-6:
 - ii. 7-8:
 - C. Basis for estimate of enrollment increase (clearly explain or attach documentation):

 3. OPENING OR REOPENING OF A HIGH SCHOOL
Procedure: 20-6-503 through 20-6-505 and 20-9-313(2) MCA
 - A. Proposed date of opening or reopening of high school:
 - B. County superintendent estimate of enrollment for new or reopening school for ensuing year:
 - i. 9-12:
 - C. Basis for estimate of enrollment increase (clearly explain or attach documentation):

 4. CLOSING OF PRIVATE OR PUBLIC SCHOOL
Procedure: 20-9-313(3) MCA
 - A. Name and address of school that will close:

 - B. Date school will close:
 - C. County superintendent estimate of increased public school enrollment for this district, due to the closing of the private or public school:
 - i. K-6:
 - ii. 7-8:
 - iii. 9-12:
 - D. Basis for estimate of enrollment increase (clearly explain or attach documentation):

 5. ANTICIPATED UNUSUAL ENROLLMENT INCREASE
Procedure: 20-9-313(4) AND 20-9-314 MCA
 - A. State reason for the unusual enrollment increase (i.e., mining opening):

Small class will be graduating from 8th grade and bigger class will be moving in to the 7-8 school, increasing enrollment by 44%.
 - B. List estimated district enrollment for the first Monday in October of the ensuing school year in the following grade categories:

i. K-6:	121
ii. 7-8:	49
iii. 9-12:	
 - C. Attach documentation of the factual information upon which the estimated enrollment is based..

Pursuant to Section 20-9-314(6) MCA, equalization or entitlement increases resulting from this request will be reviewed after the October count of the ensuing year. If the actual ANB is less than the ANB used for funding calculations, the Superintendent of Public instruction shall revise the funding using the actual ANB. All payments received by the district in excess of the revised entitlements shall be overpayments and subject to the refund provisions in Section 20-9-344(4) MCA.

6. INITIAL YEAR OF KINDERGARTEN (5-YEAR OLD PROGRAM)

Procedure: 20-9-313(5) MCA

A. Number of 5-year-old children residing in the district as of the preceding Sept. 10

B. Source of Data for line A (circle one)

Official school Data

Other

C. Attach explanation and/or documentation to substantiate estimate on line A.

7. TRANSITION FROM A HALF-TIME TO FULL-TIME KINDERGARTEN PROGRAM

NOTE: A full-time kindergarten program must meet the minimum 720 aggregate hours of pupil instruction established in 20-1-301, MCA.

A. Anticipated % of kindergarten students offered a full-time program for the ensuing year for each elementary budget unit (K-6 7 K-8).

E1:

E2:

E3:

E4:

8. SPECIAL UNANTICIPATED CIRCUMSTANCES

Procedure: 10.20.103 ARM.

Briefly describe the special circumstances that affect the ANB calculations (example: no enrollment count for fall semester for new school or kindergarten program opening in second semester), Attach additional sheets if necessary.

GALLATIN GATEWAY SCHOOL DISTRICT #35

PAA3 - APPLICATION FOR ADDITIONAL ANB

ANTICIPATED UNUSUAL ENROLLMENT INCREASE

Factual information upon which the estimated enrollment is based

2018-2019 ANB Counts Spring 2019		2018-2019 Actual Enrollment as of May 10, 2019		Enrollment Prediction 2019- 2020	
Grade	Total	Grade	Total	Grade	Total
K	9	K	9	K	15
1	20	1	20	1	9
2	18	2	18	2	21
3	15	3	15	3	18
4	21	4	21	4	17
5	20	5	20	5	21
6	26	6	26	6	20
7	23	7	23	7	26
8	9	8	9	8	23
Total:	161	Total:	161	Total:	170

GALLATIN GATEWAY SCHOOL DISTRICT #35

PAA3 - APPLICATION FOR ADDITIONAL ANB

ANTICIPATED UNUSUAL ENROLLMENT INCREASE

Factual information upon which the estimated enrollment is based

2017-2018 Actual Enrollment as of May 9, 2019		Enrollment Prediction 2019-2020		Budgeting Enrollment- 2018-2019 ANB vs. Enrollment for 2019-2020			
Grade	Total	Grade	Total	18-19	18-19 w/ 4% Increase	19-20 Anticipated Increase- less 4%	
K	9	K	15	K-6 ANB:	136	141	-20
1	20	1	9	7-8 ANB:	34	35	14
2	18	2	21		170	177	-7
3	15	3	18				
4	21	4	17				
5	20	5	21				
6	26	6	20				
7	23	7	26				
8	9	8	23				
Total:	161	Total:	170				

2019-2020		% Increase/decrease
K-6 Enrollment:	121	-11.0%
7-8 Enrollment:	49	44.1%



PAA3 - APPLICATION FOR ADDITIONAL ANB

DISTRICT:

LEGAL ENTITY:

COUNTY NAME:

This form provides the Office of Public Instruction with the necessary information to approve additional Average Number Belonging (ANB) used for calculating BASE funding amounts. Applicable instructions and definitions follow.

GENERAL INFORMATON

Additional approved ANB is used in the funding formula to account for special circumstances.

WHO MUST RESPOND

All public elementary, high school and K-12 districts which request approval of additional ANB for funding purposes must submit this form to the Superintendent of Public Instruction. Section 20-9-313, MCA list the conditions when a district is eligible to apply for additional ANB.

RETURN OF COPIES – DUE DATE

School districts requesting additional ANB must submit this form to the county superintendent who will transmit a signed, certified original to the Superintendent of Public Instruction by June 1 for the specific requested circumstance.

DEFINITIONS

Average Number Belonging (ANB): A number which reflects the average school membership. ANB is used primarily for funding purposes. NOTE: ANB is calculated by determining the average adjusted enrollment on the first Monday in October and the first Monday in February, times the total pupil instruction (PI) and pupil instruction related (PIR) days divided by 180. Three-year average ANB is calculated by adding current year ANB and two prior years' ANB and dividing by three.

ASSISTANCE

Technical questions regarding specific data items on this form may be directed to Nica Merala at (406) 444-4401 or nmerala@mt.gov.

CERTIFICATION – I do hereby certify that the data included with this application are complete to the best of my knowledge

Printed Name Board Chairperson	Signature	Date
Aaron Schwietekman		5/15/2019
Printed Name County Superintendent	Signature	Date

2019 END OF YEAR REQUISITIONS

NEEDS	WANTS					
Req #	Requestor	Department	Need/Want	Company	Decription	Total
ART						
131	KROGSTAD	Art	Need	SCHOOL SPECIALTY INC.	Whole School Art Supplies	\$2,398.70 \$2,398.70
BUSINESS OFFICE						
80	FISHER	Business	Need	SCHOOL SPECIALTY INC.	Business Office Supplies	\$163.36 \$163.36
COUNSELING						
31	GRAFEL	Counseling	Need	AMAZON.COM	Counseling Resources/Materials	\$324.06
34	GRAFEL	Counseling	Need	SECOND STEP	K-5 SEL Bundle	\$2,384.00
180	GRAFEL	Counseling	Need	GALLUP STRENGTHS FINDER	Counseling Resources/Materials	\$249.75
35	GRAFEL	Counseling	Need	SECOND STEP	Mindful Yeti School Program	\$499.00 \$3,456.81
32	GRAFEL	Counseling	Want	AMAZON.COM	Counseling Resources/Materials	\$364.26
81	GRAFEL	Counseling	Want	SCHOLASTIC INC.	Choices Magazine Subscription	\$292.29 \$656.55
TITLE						
87	GRAFEL	Title 1	Need	MCGRAW-HILL SCHOOL EDUCATION	Curriculum Materials	\$720.10
89	GRAFEL	Title 1	Need	AMAZON.COM	Classroom Supplies	\$142.02 \$862.12
HEALTH ENHANCEMENT						
96	JAEGER	Health Enhancement	Need	GOPHER	PE Equipment	\$770.76 \$770.76
INSTRUCTION						
11	ALIX DAVIS	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$1,021.00
15	ALIX DAVIS	Instruction	Need	AMAZON.COM	Classroom Supplies	\$156.85
18	ALIX DAVIS	Instruction	Need	THE MATH LEARNING CENTER	Curriculum Materials	\$634.00
21	ALIX DAVIS	Instruction	Need	LAKESHORE LEARNING MATERIALS	Classroom Supplies	\$856.66
22	ALIX DAVIS	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$291.92
51	ALIX DAVIS	Instruction	Need	STAPLES CREDIT PLAN	Classroom Supplies	\$72.30 \$3,032.73
148	ALIX DAVIS	Instruction	Need	AMAZON.COM	Classroom Supplies	\$48.97
161	ALIX DAVIS	Instruction	Need	SCHOOL SPECIALTY	Classroom Supplies	\$392.60 \$441.57
63	DAVIS	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$242.36 \$242.36
50	HETHERINGTON	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$91.61
69	HETHERINGTON	Instruction	Need	AMAZON.COM	Stools X8	\$195.95 \$287.56
12	HETHERINGTON	Instruction	Want	REALLY GOOD STUFF	Classroom Supplies	\$358.36 \$358.36
105	KROGSTAD	Instruction	Need	ALLPORT EDITIONS	Italic Handwriting Series	\$176.25
106	KROGSTAD	Instruction	Need	JONES SCHOOL SUPPLY CO INC	Science Fair Rewards	\$77.20
108	KROGSTAD	Instruction	Need	FOLLETT EDUCATIONAL SERVICES	Curriculum Materials	\$844.50
109	KROGSTAD	Instruction	Need	SCHOLASTIC INC.	Scholastic Subscription	\$101.10

112	KROGSTAD	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$265.78	
130	KROGSTAD	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$577.03	\$2,041.86
113	KROGSTAD	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$486.16	
129	KROGSTAD	Instruction	Want	Creative3, LLC	Curriculum materials Science and Literacy Program	\$969.99	\$1,456.15
27	MATTHEWS	Instruction	Need	FLINN SCIENTIFIC INC	Classroom Supplies	\$296.00	
114	MATTHEWS	Instruction	Need	FLINN SCIENTIFIC INC	Curriculum Materials	\$499.75	\$795.75
29	MATTHEWS	Instruction	Want	FLINN SCIENTIFIC INC	Classroom Supplies	\$103.10	\$103.10
123	RUBIO	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$743.16	
127	RUBIO	Instruction	Need	SCHOLASTIC INC.	Scholastic Subscription	\$151.68	\$894.84
124	RUBIO	Instruction	Want	REALLY GOOD STUFF	Classroom Supplies	\$113.90	\$113.90
23	SENFELDER	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$507.92	
46	SENFELDER	Instruction	Need	ALLPORT EDITIONS	Curriculum Materials	\$528.75	
47	SENFELDER	Instruction	Need	LAKESHORE LEARNING MATERIALS	Classroom Supplies	\$573.85	
48	SENFELDER	Instruction	Need	SCHOOL SPECIALTY INC.	Tables X6	\$1,763.28	
49	SENFELDER	Instruction	Need	AMAZON.COM	Classroom Supplies	\$21.99	\$3,395.79
42	SENFELDER	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$100.58	\$100.58
26	TYSSE	Instruction	Need	ALLPORT EDITIONS	Curriculum Materials	\$335.50	
30	TYSSE	Instruction	Need	FOLLETT EDUCATIONAL SERVICES	Curriculum Materials	\$916.30	
90	TYSSE	Instruction	Need	PEARSON/SCOTTFORESMAN	Curriculum Materials	\$1,120.00	
132	TYSSE	Instruction	Need	FOLLETT EDUCATIONAL SERVICES	Curriculum Materials	\$954.80	
133	TYSSE	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$165.14	
136	TYSSE	Instruction	Need	PRIMARY CONCEPTS	Curriculum Materials	\$85.58	
137	TYSSE	Instruction	Need	TREETOP PUBLISHING	Curriculum Materials	\$126.85	
138	TYSSE	Instruction	Need	SCHOLASTIC INC.	Scholastic Subscription	\$132.25	
140	TYSSE	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$211.36	
141	TYSSE	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$50.81	\$4,098.59
53	YAGER	Instruction	Need	ALLPORT EDITIONS	Curriculum Materials	\$235.00	
55	YAGER	Instruction	Need	HEINEMANN	Curriculum Materials	\$46.00	
59	YAGER	Instruction	Need	HEINEMANN	Curriculum Materials	\$288.00	
65	YAGER	Instruction	Need	THE MATH LEARNING CENTER	Curriculum Materials	\$288.90	
66	YAGER	Instruction	Need	REALLY GOOD STUFF	Classroom Supplies	\$573.77	
67	YAGER	Instruction	Need	CURRICULUM EXPRESS	Curriculum Materials	\$546.24	
68	YAGER	Instruction	Need	SCHOOL SPECIALTY INC.	Classroom Supplies	\$513.60	\$2,491.51
70	YAGER	Instruction	Want	HEINEMANN	Classroom Supplies	\$12.95	
73	YAGER	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$156.23	
75	YAGER	Instruction	Want	AMAZON.COM	Classroom Supplies	\$89.38	
99	YAGER	Instruction	Want	SCHOOL SPECIALTY INC.	Classroom Supplies	\$137.55	\$396.11
LIBRARY							
118	HETHERINGTON	Library	Need	DEMCO	Classroom Supplies	\$756.81	
121	HETHERINGTON	Library	Need	FOLLETT SCHOOL SOLUTIONS	Library Books	\$421.55	\$1,178.36
MUSIC							
95	JAEGER	Music	Need	AMAZON.COM	Classroom Supplies	\$259.99	
97	JAEGER	Music	Need	JW PEPPER	Classroom Supplies	\$239.97	\$499.96

98	JAEGER	Music	Want	WEST MUSIC	Classroom Supplies	\$260.97	\$260.97
SPECIAL EDUCATION							
111	JOHNSTON	Special Education	Need	AMAZON.COM	Classroom Supplies	\$1,123.88	
119	JOHNSTON	Special Education	Need	HOUGHTON MIFFLIN HARCOURT	Test Materials	\$914.10	\$2,037.98
120	JOHNSTON	Special Education	Want	AMAZON.COM	Stools X 7	\$799.69	
168	JOHNSTON	Special Education	Want	SCHOOL SPECIALTY	Organizer Proj 8 PCKT	\$48.25	
165	JOHNSTON	Special Education	Want	SCHOOL SPECIALTY	Classroom Supplies	\$95.55	\$943.49
TECHNOLOGY							
58	COON	Technology	Need	CDW GOVERNMENT, INC.	Tablets and Keyboards X5	\$5,400.00	
176	COON	Technology	Need	AMAZON.COM	Headphones and Keyboard Replacements	\$809.65	
62	COON	Technology	Need	SCHOOL SPECIALTY INC.	Wireless PA System	\$632.96	
71	HETHERINGTON	Technology	Need	CDW GOVERNMENT, INC.	Chromebooks X20	\$6,351.80	
57	ALIX DAVIS	Technology	Need	CDW GOVERNMENT, INC.	Chromebooks and Cart	\$9,485.16	
169	FISHER	Technology	Need	CDW GOVERNMENT, INC.	Business Office Replacement Laptop	\$1,444.37	
155	GRAFEL	Title 1	Need	CDW GOVERNMENT, INC.	Chromebooks X5	\$1,527.30	
175	JOHNSTON	Special Education	Need	CDW GOVERNMENT, INC.	Chromebooks X5	\$1,527.00	
178	COON	Business	Need	PDF COMPLETE	PDF Converter X4	\$239.80	
104	SENFELDER	Technology	Need	CDW GOVERNMENT, INC.	Chromebooks & Cart	\$9,485.16	\$36,903.20
DISTRICT							
37	ANDERSON	District	Need	MONTANA STATE UNIVERSITY	Summer MBI Plus Parking for 4 participants	\$1,380.00	
86	CLARK	District	Need	SCHOOL SPECIALTY INC.	Office/Classroom Supplies	\$2,730.90	
152	CLARK	District	Need	SUMMIT PRODUCTS	Dog Tags	\$445.50	
158	CLARK	District	Need	AMAZON.COM	Door Buddies, Folding Tables, Extension Cords	\$302.05	
167	MATTHEWS	District	Need	MASCOTJUNCTION.COM	PBIS/MBI Roll out kit	\$4,999.00	
181	ANDERSON	District	Need	HEINEMANN	Lucy Calkins Curriculum Materials Grades K-2	\$693.00	
	ANDERSON	District	Need	TBD	Lucy Calkins- Classroom Library Grades 3-5	\$1,500.00	
163	CLARK	District	Need	ALLEGRA	Office Supplies	\$712.85	\$12,763.30
174	ANDERSON	District	Want	TBD	Middle School Math Curriculum	\$5,000.00	\$5,000.00
MAINTENANCE							
83	CLARK	Maintenance	Need	HOUSE OF CLEAN	Feminine Product Dispenser & Product	\$810.83	
84	CLARK	Maintenance	Need	HOUSE OF CLEAN	Maintenance Supplies	\$3,208.63	
85	CLARK	Maintenance	Need	GATEWAY ELECTRIC LLC	LED Fixture & Bulb Changeover	\$4,936.24	
149	CLARK	Maintenance	Need	ARBOR MEDIC, INC.	Shrub and Tree Trimming	\$1,525.00	
150	CLARK	Maintenance	Need	FULL SPECTRUM SERVICES	Painting Maintenance	\$5,680.00	
151	CLARK	Maintenance	Need	WESTERN SPORT FLOORS LLC	Cafeteria Floors	\$6,750.00	
157	CLARK	Maintenance	Need	ANOTHER PETER'S PAINTING	Outdoor Parking Lot/Playground Painting	\$1,475.00	
159	CLARK	Maintenance	Need	THE FLOORING PLACE INC	Tech Lab Countertop replacement	\$10,200.00	
162	CLARK	Maintenance	Need	THE FLOORING PLACE INC	Recover Conference Table Laminate	\$2,300.00	
164	CLARK	Maintenance	Need	SECURITY SOLUTIONS	Building Security Key Fob System 3 exterior doors	\$6,500.00	
173	CLARK	Maintenance	Need	THREE SEASONS INC.	Parking Lot/Playground Sweeping & Woodchip	\$1,300.00	
117	MATTHEWS	Maintenance	Need	MONTANA DEPT. ENVRIONMENTAL	Chemical Disposal	\$1,500.00	\$46,185.70
ART	Needs					\$2,398.70	
	Wants					\$0.00	
							\$2,398.70
					TOTAL NEEDS:	\$124,942.81	
					TOTAL WANTS:	\$9,631.57	
BUSINESS OFFICE	Needs					\$163.36	
							\$134,574.38

	Wants	\$0.00	
			\$163.36
COUNSELING	Needs	\$3,456.81	
	Wants	\$656.55	
			\$4,113.36
TITLE	Needs	\$862.12	
	Wants	\$0.00	
			\$862.12
HEALTH ENHANCEMENT	Needs	\$770.76	
	Wants	\$0.00	
			\$770.76
INSTRUCTION	Needs	\$17,722.56	
	Wants	\$2,770.56	
			\$20,493.12
LIBRARY	Needs	\$1,178.36	
	Wants	\$0.00	
			\$1,178.36
MUSIC	Needs	\$499.96	
	Wants	\$260.97	
			\$760.93
SPECIAL EDUCATION	Needs	\$2,037.98	
	Wants	\$943.49	
			\$2,981.47
TECHNOLOGY	Needs	\$36,903.20	
	Wants	\$0.00	
			\$36,903.20
DISTRICT	Needs	\$12,763.30	
	Wants	\$5,000.00	
			\$17,763.30
MAINTENANCE	Need	\$46,185.70	
	Wants	\$0.00	
			\$46,185.70