

# December Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, December 18, 2019 at 6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

**Call to Order**

**Pledge of Allegiance**

**Presiding Trustee's explanation of procedures**

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

**Guest:** Halvor Kamrud & Jeff Davis, *McKinstry*- Design-Build Construction Model & Informational Presentation

**Consent Agenda**

**Minutes:** November 20, 2019- regular meeting and December 6, 2019- special committee meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire: Classified/Certified Substitutes; **Other:** Approve Disposal of District Records in Accordance with Retention Schedule No. 7

**Superintendent's Report**

**District Clerk's Report**

**Old Business**

**New Business**

**Action Items:**

Review and consider Owner's Representative RFQ's submitted by December 13, 2019

- Decide on next steps to take in process

Review and consider retainer agreement with MTSBA for future Construction Projects

Review and Submit the MTSBA 2019 Ballot for changes to bylaws

Superintendent's Evaluation- set meeting date

**Committee Reports:**

Whole Child Committee

**Next Meetings:**

Special Committee Meeting- January 10, 2020 @ 10am- agenda setting

Special Meeting- TBD- superintendent evaluation

Regular Meeting- January 15, 2020 @ 6pm

**Adjournment**

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

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

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

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

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Wednesday, December 18, 2019, in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:01pm.

**TRUSTEES PRESENT**

Aaron Schwieterman, Board Chair; Julie Fleury, Vice Chair; Mary Martin, Carissa Paulson

**TRUSTEES ABSENT**

Patti Ringo

**STAFF PRESENT**

Theresa Keel, Superintendent; and Carrie Fisher, District Clerk

**OTHERS PRESENT**

Dick Shockley, Cassandra Elwell, Halvor Kamrud, McKinstry, Jeff Davis, McKinstry; and Mark Qualman, QuEst Corporation

**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**

None

**GUEST**

Halvor Kamrud & Jeff Davis from McKinstry provided the Board with information regarding the advantages of the Design-Build construction model and gave an overview of Energy Performance Contracts..

Public comment: Dick Shockley, Cassandra Elwell, Mark Qualman

**CONSENT AGENDA**

Motion: Trustee Mary Martin to approve the minutes from the November 20, 2019- regular meeting and December 6, 2019-special committee meeting; approve warrants #36346-#36381, electronic warrants- #-99785 - -99778, payroll warrants #75598- #75611; and direct deposits #-88516 - #-88484 and voided warrants: Cash Reconciliation and Interfund Transfers as of October 31, 2019; Budget vs. Expenditure Report as of December 16, 2019; Extra-Curricular Account Reconciliation Reports as of July 31, 2019, August 31, 2019; September 30, 2019; October 31, 2019; and November 30, 2019. None; hire classified/certified substitutes: Bus Driver: Maxine Daniel; Kitchen/Food Service: Connie Evenson;

Teachers/Paras/Other: Mark Aamot, Nickole Achziger, Katlian Afton, Dayna Bergin, April Bettilyon, Cynthia Corliss, Connie Evenson, Jason Fischer, Kevin Germann, Jennifer Gilbert, Mary Jo Haberman, Audra Harvey, Amanda Herrera, Wendy Hourigan, Skylia Jenkins, Cheryl Juergens, Kris Keller, Spencer Kirkemo, Kacee Krob, Rebecca Lieurance, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Tonya Scott, Karen Seevers, Mariela Spinner, Nicorie Stenpfad, Leigh Strohn, Barry Sulam, Debra Tysse; and Office/Clerical: Connie Evenson; Other: Approve Disposal of District Records in accordance with Retention Schedule No. 7.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Schwieterman

Opposed: None

Motion passed unanimously

## **SUPERINTENDENT REPORT**

Superintendent Keel provided the Board with the following information: 1) Enrollment = 168 as of December 13, 2019; 2) Book study- *Leading and Managing a Differentiated Classroom*; 3) PLC- ACE Curriculum Development/Alignment; 4) RtI Meetings and Special Education Evaluation; 5) Gifted and Talented nominations; 6) Gallatin High School enrollment process for 8th graders; 7) 5th Grade Bronzed Museum; 8) Popcorn dance party for Perfect Attendance; 9) Science Olympiad; 10) SSoM to provide professional development for 6-8; 11) Math and Lucy Calkins materials and implementation; 12) Bozeman Art Museum; 13) Job fair; 14) Union representative dinner; 15) Elite Commercial Cleaners- clarification of expectations of contract; 16) MASS Superintendent meeting; 17) MELR 8000 School Construction document; 18) Superintendent 12 days of giving; 19) Staff Christmas Party; 20) District Christmas Card; 21) Later Gators grant application; 22) Safety Committee meeting; 23) Superintendent Discuss and Cuss; 24) Discipline referrals; 25) Fire Marshall visit; 26) Safety Committee meeting- December 16; 27) Elf on the Shelf; 28) Foundation BINGO night; 29) Sportsman's Banquet planning sessions; 30) Whole Child Committee meeting; 31) Teacher Evaluations; and 32) Foundation meeting.

## **DISTRICT CLERK REPORT**

Mrs. Fisher, District Clerk, provided the following information to the Board: 1) Audit documents sent to Denning, Downing, & Associates; 2) Compensation & Expenditure Report submitted; 3) Rural School Salary Survey submitted to MSSA; 4) BMS Conversion issues; 5) E-Rate form 470 submitted for FY21; 6) Top taxpayers in District; 7) Chain link fence repairs; 8) Front doors repairs/adjustments; 9) Heating system repair updates; 10) Food Service Summary; 11) OPI Transportation audit; 12) Bus Driver training; 13) Transportation summary reports; 14) Adult Education summary of attendance and estimated revenue 15) Wreath making and gnome making classes sold out; 16) Adult Education schedule to be released; 17) Board training opportunities; and 18) Important dates.

## **NEW BUSINESS**

### Review and Consider Owner's Representative RFQ's submitted by December 13, 2019

The Board reviewed the two Owner's Representative RFQ's from Dan McGee of Building, Mind, and Body, LLC and Mark Qualman of QuEst Services Corporation. The Board will meet on Friday, January 3, 2020 to review and consider interview questions, an evaluation rubric, and finalize the interview format. The Board will conduct interviews at the regular meeting on January 15, 2019 beginning at 5pm with the regular meeting occurring immediately following interviews.

Public comment: Mark Qualman, Cassandra Elwell, Dick Shockley

The Superintendent and District Clerk will provide recommendations for interview questions and the evaluation rubric for the Board to consider.

Review and consider retainer agreement with MTSBA for future Construction projects

Motion: Trustee Mary Martin to approve the retainer agreement with MTSBA for future construction projects.

Seconded: Trustee Carissa Paulson

Public Comment: Cassandra Elewell

For: Fleury, Martin, Paulson, Schwieterman

Opposed: None

Motion passed unanimously

Review and submit the MTABA 2019 Ballot for changes to bylaws

Motion: Trustee Mary Martin to vote in support of all voting items presented on the ballot by MTSBA to amend the bylaws and MTSBA dues.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Schwieterman

Opposed: None

Motion passed unanimously

Superintendent's Evaluation- set meeting date

The Superintendent's evaluation is scheduled for Tuesday, January 7, 2020 at 1pm. Board Chair Aaron Schwieterman will email the evaluation tool to all Trustees and will bring the reports from all data collected to the evaluation on January 7, 2020.

**COMMITTEE REPORTS**

Vice Chair Julie Fleury provided the Board with an updated regarding the Whole Child Committee and noted that the next meeting is scheduled for Monday, January 20, 2020 at 4pm.

Superintendent Theresa Keel noted that the Safety Committee met on December 16, 2019 and has not scheduled the next meeting.

Next Meetings:

- Special Meeting- January 3, 2020- special meeting & agenda setting @ 10am
- Special Meeting- January 7, 2020- superintendent evaluation @ 1pm
- Regular Meeting- January 15, 2020 at 5pm

**ADJOURNMENT**

Board Chair Aaron Schwieterman adjourned the meeting at 9:02pm.

  
Aaron Schwieterman, Board Chair

  
Carrie Fisher, District Clerk



**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: December 18, 2019**

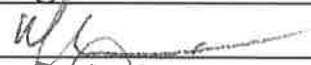
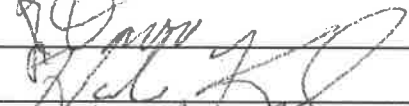
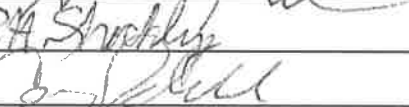


*\*Please sign below for non-agenda items to be heard under New business: Public comment.*

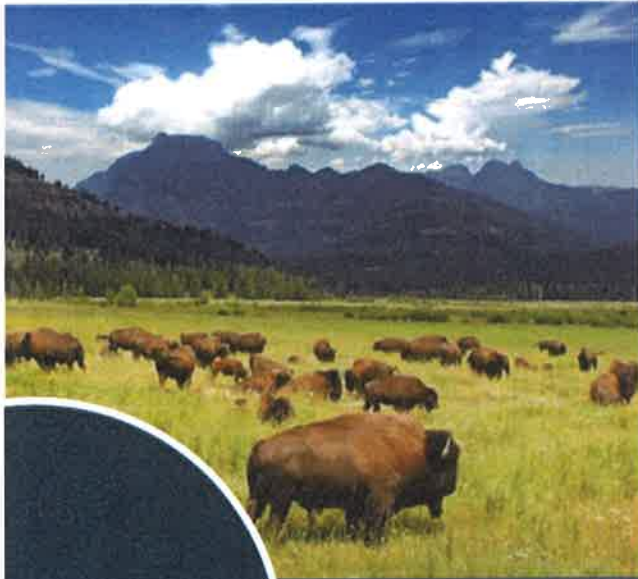
<b>NAME</b> (Please Print Clearly)	<b>TOPIC</b> (Please Print Clearly)
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# Regular Meeting

December 18, 2019

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. MARK QUALMAN	
2. Jeff Davis	
3. HARVOR KANEVUS	
4. Dick Shockley	
5. Cassandra Ewell	
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# Design-Build Advantages Montana Schools

*McKinstry, Missoula, MT*



## Gallatin Gateway Public Schools





# Challenges Today - Montana K-12



**Constrained  
Facilities Budgets  
& Staffing**



**Staff Recruitment  
& Retention**



**Increasing  
Deferred  
Maintenance**



**Declining State  
Funding**



**Aging/Failing  
Infrastructure**



**Increased Taxpayer  
Burden &  
Frustration**

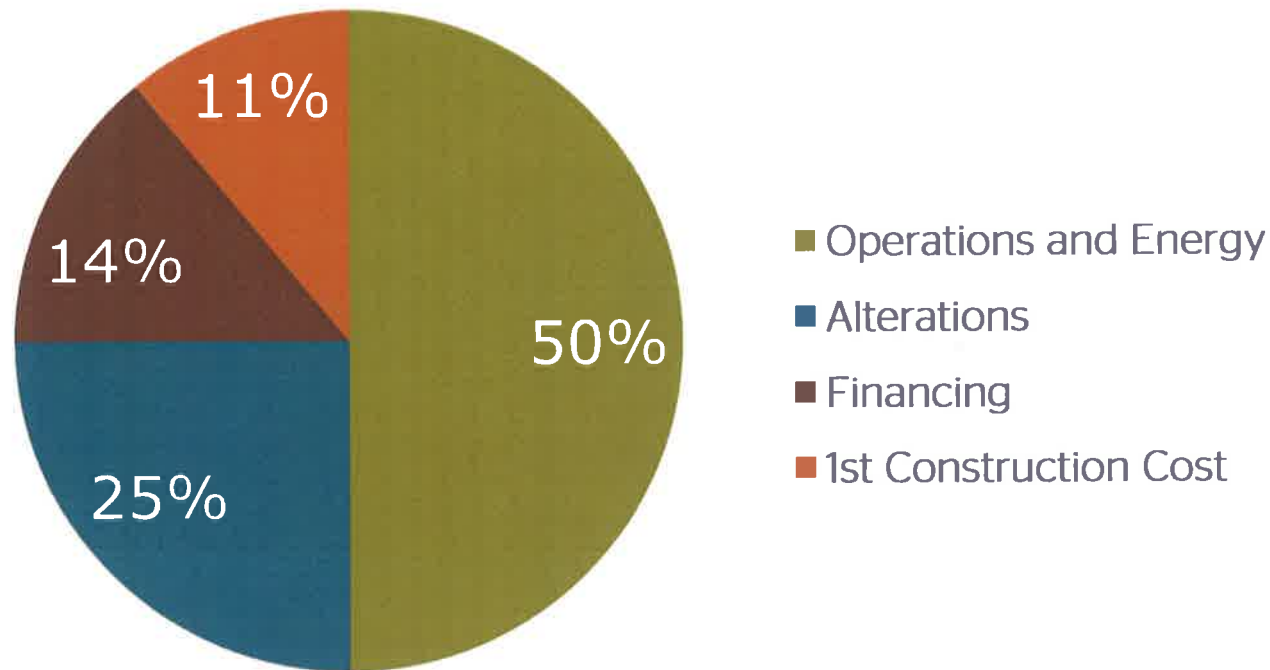


**Decreasing/  
Increasing  
Enrollment**



**Student  
Achievement**

# Facility Economics - Building Costs Over 40 Years



# Design-Build – “A Better Way”

**33.5%  
faster**

**Total Project  
Delivery Speed**

**12%  
faster**

**Construction  
Speed**

**6.1%  
lower**

**Unit Cost**

**5.2%  
less**

**Change  
Orders**

**11.4%  
less**

**Schedule  
Delays**



*Source: Construction Industry Institute (CII)/Penn State Research comprising 351 projects ranging from 5K to 2.5M square feet. The study includes varied project types and sectors.*



## Design-Build Overview - Statute

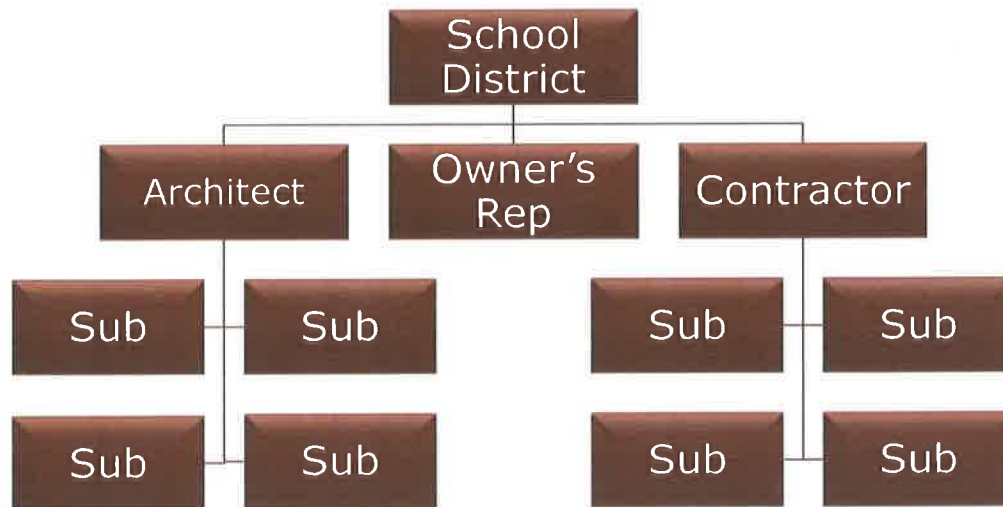
Alternative project delivery contract includes **design-build** contracts and are permitted under **Montana Code Annotated 18-2-502** if *two of three of the following criteria are met:*

- 1 *Schedule Impacts*
- 2 *Cost Savings*
- 3 *Significant Technical Complexities*

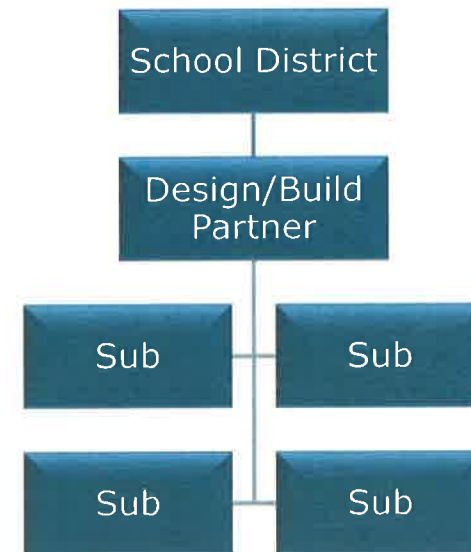
Link: <https://leg.mt.gov/bills/mca/18/2/18-2-502.htm>

# Delivery Methods – Structure

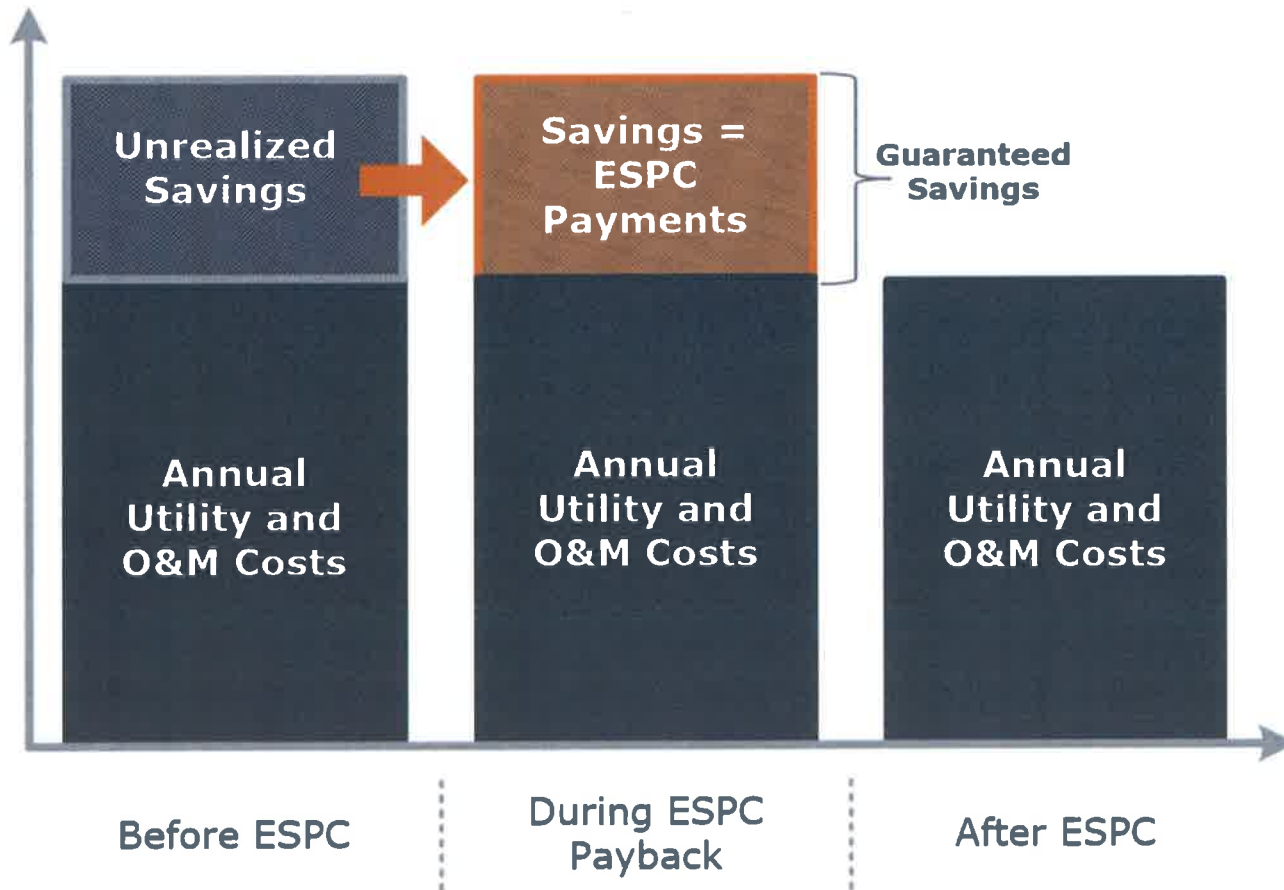
## Traditional Project Delivery



## Design-Build Delivery



# A Better Way: Design-Build with Guaranteed Savings



# Types of Design-Build Energy Savings Projects

- **Central Plant (boiler and chiller) Replacements**
- **HVAC and Control System Upgrades**
- **LED Lighting Retrofits – Interior and Exterior**
- **Water Conservation**
- **Roof, Envelope, and Glazing Improvements**
- **Insulation**
- **Heat Recovery**
- **Solar PV Installations**
- **Combined Heat and Power**



# ESPC Design-Build Overview - Process Steps





# McKinstry Montana K-12

## \$70M in Energy Savings Performance Contracts

- Box Elder School District
- Montana City School District
- Butte School District
- Great Falls School District
- Manhattan School District
- Laurel School District
- St Regis School District
- Colstrip School District
- Eureka School District
- Baker School District
- Hamilton School District
- Superior School District
- Townsend School District
- Polson School District
- Florence-Carlton School District
- Cascade School District
- Bridger School District
- Stevensville School District
- Sidney School District
- Wibaux School District



# 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: December 16, 2019

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:

#36346- #36381

Electronic Payment:

-99785 - -99778

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

None

Payroll Warrant #'s:

#75598 - #75611

Direct Deposits/ACH #'s:

-88484 - -88516

Voided Payroll Warrant #'s:

None

Thank you.

12/16/19  
16:41:14

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 12/19

Report ID: W100X

Claims

*Accounts Payable*

Check					Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued		Notes
-99785	E	1305 BMO MASTERCARD	25.00	12/19	12/16/19		
-99784	E	1305 BMO MASTERCARD	1272.63	12/19	12/16/19		
-99783	E	1305 BMO MASTERCARD	462.14	12/19	12/16/19		
-99782	E	1305 BMO MASTERCARD	878.52	12/19	12/16/19		
-99781	E	1305 BMO MASTERCARD	3189.57	12/19	12/16/19		
-99780	E	1305 BMO MASTERCARD	6394.06	12/19	12/16/19		
-99779	E	1305 BMO MASTERCARD	66.95	12/19	12/16/19		
-99778	E	1305 BMO MASTERCARD	1109.49	12/19	12/16/19		
36346	SC	1613 CLARK, LEVI E.	82.00	12/19	12/02/19		
36347	SC	1626 DINGMAN, BRYON	82.00	12/19	12/02/19		
36348	SC	1628 ROGERS, TYD	82.00	12/19	12/04/19		
36349	SC	1627 SORENSEN, SPENCER	82.00	12/19	12/04/19		
36350	SC	1629 MABBOTT, BRENT	82.00	12/19	12/09/19		
36351	SC	1614 WIENS, ALEXANDER	82.00	12/19	12/09/19		
36352	SC	1639 FOUST, LUCAS	46.00	12/19	12/16/19		
36353	SC	1640 WORKMAN, CARISSA	46.00	12/19	12/16/19		
36354	SC	43 ALSCO-AMERICAN LINEN DIVISION	275.07	12/19	12/18/19		
36355	SC	1278 BIG SKY PUBLISHING	26.00	12/19	12/18/19		
36356	SC	1636 BIG SKY SCHOOL DISTRICT #72	75.00	12/19	12/18/19		
36357	SC	370 BOZEMAN ELITE COMMERCIAL CLEANING	3024.00	12/19	12/18/19		
36358	SC	1328 BRIDGER ANALYTICAL LAB, INC	28.00	12/19	12/18/19		
36359	SC	1424 CATAPULTK12	3094.99	12/19	12/18/19		
36360	SC	228 CENTURYLINK	310.43	12/19	12/18/19		
36361	SC	229 CENTURYLINK	23.02	12/19	12/18/19		
36362	SC	262 COMMERCIAL ENERGY OF MONTANA INC	643.88	12/19	12/18/19		
36363	SC	1337 CORE CONTROL	841.25	12/19	12/18/19		
36364	SC	281 COSTCO WHOLESALE MEMBERSHIP	120.00	12/19	12/18/19		
36365	SC	1609 DELANEY TOONE	60.00	12/19	12/18/19		
36366	SC	1610 EAGLE FENCE LLC	4100.00	12/19	12/18/19		
36367	SC	420 FOOD SERVICES OF AMERICA	4550.41	12/19	12/18/19		
36368	SC	431 GALLATIN CO. SUPERINTENDENT OF SC	27.00	12/19	12/18/19		
36369	SC	439 GALLATIN GATEWAY SCHOOL	15.75	12/19	12/18/19		
36370	SC	1525 HAPARA	1780.24	12/19	12/18/19		
36371	SC	577 J&H INC	373.73	12/19	12/18/19		
36372	SC	1624 KUCHYNKA, MELISSA	39.13	12/19	12/18/19		
36373	SC	1637 MIDDLE CREEK SIGN CO.	176.00	12/19	12/18/19		
36374	SC	856 NORTHWESTERN ENERGY	2834.44	12/19	12/18/19		
36375	SC	1638 SCHUG, RACHELLE	325.10	12/19	12/18/19		
36376	SC	1403 SYSCO MONTANA, INC.	2647.66	12/19	12/18/19		
36377	SC	1131 THE CARRIAGE HOUSE CAR WASH	50.09	12/19	12/18/19		
36378	SC	666 THOMAS, LORRIE	100.00	12/19	12/18/19		
36379	SC	1506 THREE SEASONS, INC	1020.00	12/19	12/18/19		
36380	SC	1173 TOM'S FLOOR STORE, INC.	1532.30	12/19	12/18/19		
36381	SC	1195 U.S. POSTAL SERVICE - PO	204.00	12/19	12/18/19		

Claims Total # of Checks: 44

Total: 42279.85

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)



12/16/19  
16:42:37

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 12/19

Page: 2 of 10  
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
5	CC-311 11/20/19 FUEL BRENNER CASEY'S CORNER STORE	68.70		110		625	
				CC Accounting: 110- 80-100-2700-624			
6	CC-312 12/03/19 FUEL BRENNER CASEY'S CORNER STORE	52.82		110		625	
				CC Accounting: 110- 80-100-2700-624			
7	CC-313 12/03/19 FUEL LEE CASEY'S CORNER STORE	90.28		110		625	
				CC Accounting: 110- 80-100-2700-624			
	<b>Total Check:</b>	<b>462.14</b>					
-99782E	1305 BMO MASTERCARD 2019 DAVIS PCARD TRANSACTIONS #1614 DECEMBER 5, 2019 STATEMENT	878.52					
1	CC-316 11/22/19 BASEBALL TICKETS DEPOSIT WASHINGTON NATIONALS	200.00					
				CC Accounting: 184- 82-710-3420-582			
				184		625	
2	CC-317 12/16/19 AIRLINE TICKET- SPRING DELTA AIRLINES	658.00		184		625	
				CC Accounting: 184- 82-710-3420-582			
3	CC-318 12/02/19 ART SUPPLIES MICHAELS CRAFT STORE	20.52		115		625	137
				CC Accounting: 115- 82-100-1000-610-137			
	<b>Total Check:</b>	<b>878.52</b>					
-99781E	1305 BMO MASTERCARD 2020 E.CLARK PCARD TRANSACTIONS #4634 DECEMBER 5, 2019 STATEMENT	3,189.57					
1	Door & Trim Work BRIDGER GLASS & WINDOWS, INC.	1,107.50					
			20126	101	80	100-2600	440
2	LOTION HAND SOAP 4PK Rubbermaid Commercial Products.com	264.00*	20127	101	80	100-2600	610
3	NILOGEL HOUSE OF CLEAN	90.78*	20128	101	80	100-2600	610
4	MISC FEE HOUSE OF CLEAN	1.00*	20128	101	80	100-2600	610
5	DRIVING HISTORY MOTOR VEHICLE DIVISION	7.37	20129	101	80	100-2300	330
6	COFFEE MUGS FOR XMAS WALMART	530.95*	20130	115	80	100-2300	610 162
7	LUCY K BUNDLE HEINEMANN	345.00*	20132	115	81	100-1000	610 428
8	LUCY 1 BUNDLE HEINEMANN	345.00*	20132	115	81	100-1000	610 428
9	SHIPPING HEINEMANN	69.00*	20132	115	81	100-1000	610 428

12/16/19  
16:42:37

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 12/19

\* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount				Acct/Source/	Obj Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
10	DISTRICT BROCHURES	155.99	20133	101	80	100-2300	610
	COSTCO						
11	SHIPPING	14.99	20133	101	80	100-2300	610
	COSTCO						
12	DRIVING HISTORY	7.37	20134	101	80	100-2300	330
	MOTOR VEHICLE DIVISION						
13	DRIVING HISTORY	7.37	20134	101	80	100-2300	330
	MOTOR VEHICLE DIVISION						
14	CC-319 11/10/19 VETERANS DAY SUPPLIES	36.96		115		625	110
	ALBERTSONS						
	CC Accounting: 115- 80-100-2300-610-110						
15	6' TABLE THROW	151.00*	20131	115	80	100-2321	610 110
	TOTALLY PROMOTIONAL						
16	SHIPPING	55.29*	20131	115	80	100-2321	610 110
	TOTALLY PROMOTIONAL						
	<b>Total Check:</b>	<b>3,189.57</b>					

-99780E 1305 BMO MASTERCARD  
2021 6,394.06  
C.FISHER PCARD TRANSACTIONS #3574  
DECEMBER 5, 2019 STATEMENT

1	CC-296 11/06/19 KCUPS FOR STAFF KUERIG	29.46					
	WALMART						
	CC Accounting: 115- 80-100-2300-610-162						
				115		625	162
2	CC-297 11/07/19 IDEA/504 BOARD TRAINING	500.00		101		625	
	MISBA - MONTANA SCHOOL BOARD ASSOCIATION						
	CC Accounting: 101- 80-100-2300-582						
3	CC-298 11/14/19 INNOVATION SYMPOSIUM	700.00		101		625	
	MISBA - MONTANA SCHOOL BOARD ASSOCIATION						
	CC Accounting: 101- 80-100-2300-582						
4	CC-299 11/19/19 EXPEDITION YELLOWSTONE TRIP	4,950.00		184		625	
	NATIONAL PARK SERVICE						
	CC Accounting: 184- 81-710-3422-582						
5	CC-300 11/20/19 CHRISTMAS CARD PRINTING	103.60		101		625	
	WALMART						
	CC Accounting: 101- 80-100-2321-610						
6	CC-300 11/22/19 CHRISTMAS CARD PRINTING	74.00		101		625	
	WALMART						
	CC Accounting: 101- 80-100-2321-610						
7	CC-301 11/23/19 MONTHLY SUBSCRIPTION	37.00		101		625	
	SURVEY MONKEY						
	CC Accounting: 101- 80-100-2300-810						
	<b>Total Check:</b>	<b>6,394.06</b>					

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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
-99779E	1305 BMO MASTERCARD						
	2022	66.95					
	FOOD SERVICE PCARD TRANSACTIONS #7621						
	DECEMBER 5, 2019 STATEMENT						
1	CC-295 11/23/19 LUCKY TRAY PRIZES	66.95					
						CC Accounting: 101- 80-910-3100-610	
						101 625	
	ORIENTAL TRADING COMPANY, INC.						
	<b>Total Check:</b>	<b>66.95</b>					
-99778E	1305 BMO MASTERCARD						
	2023	1,109.49					
	T. KEEL PCARD TRANSACTIONS #5027						
	DECEMBER 5, 2019 STATEMENT						
1	Registration Fee	95.00					
			20123	101	80	100-2300	810
	MONTANA STATE UNIVERSITY CAREER						
2	CC-302 11/12/19 GIFT CARDS STUDENT AWARDS	110.00		101		625	
						CC Accounting: 101- 80-100-2321-610	
	REGAL ENTERTAINMENT GROUP						
3	CC-303 11/12/19 GIFT CARDS- STUDENT AWARDS	120.00		101		625	
						CC Accounting: 101- 80-100-2120-610	
	BARNES & NOBLE						
4	CC-304 11/15/19 OFFICE CHAIR- SUPERINTENDENT	119.99		101		625	
						CC Accounting: 101- 80-100-2321-610	
	STAPLES CREDIT PLAN						
5	CC-306 11/25/19 SAGES- G/T TESTING MATERIALS	610.50		115		625	110
						CC Accounting: 115- 80-100-2123-610-110	
	PRUFROCK PRESS, INC						
6	CC-305 11/25/19 ADDITIONAL MATH FACTS IN FLASH	54.00		101		625	
						CC Accounting: 101- 80-100-1000-680	
	RENAISSANCE LEARNING, INC.						
	<b>Total Check:</b>	<b>1,109.49</b>					
36346S	1613 CLARK, LEVI E.						
	1985	82.00					
1	11/26/19 REF- 5/6 GIRLS BBALL GAME	41.00*		184	81	720-3502	340
2	11/26/19 REF- 7/8 GIRLS BBALL GAME	41.00*		184	82	720-3502	340
	<b>Total Check:</b>	<b>82.00</b>					
36347S	1626 DINGMAN, BRYON						
	1984	82.00					
1	11/26/19 5/6 GIRLS BBALL GAME	41.00*		184	81	720-3502	340
2	11/26/19 7/8 GIRLS BBALL GAME	41.00*		184	82	720-3502	340
	<b>Total Check:</b>	<b>82.00</b>					

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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
36348S	1628 ROGERS, TYD					
1986		82.00				
1	12/03/19 REF- 5/6 GIRLS BBALL GAME	41.00*		184 81 720-3502		340
2	12/03/19 REF- 7/8 GIRLS BBALL GAME	41.00*		184 82 720-3502		340
	<b>Total Check:</b>	<b>82.00</b>				
36349S	1627 SORENSEN, SPENCER					
1987		82.00				
1	12/03/19 REF- 5/6 GIRLS BBALL GAME	41.00*		184 81 720-3502		340
2	12/03/19 REF- 7/8 GIRLS BBALL GAME	41.00*		184 82 720-3502		340
	<b>Total Check:</b>	<b>82.00</b>				
36350S	1629 MABBOTT, BRENT					
1989		82.00				
1	12/06/19 REF- 5/6 GIRLS BBALL GAME	41.00*		184 81 720-3502		340
2	12/06/19 REF- 7/8 GIRLS BBALL GAME	41.00*		184 82 720-3502		340
	<b>Total Check:</b>	<b>82.00</b>				
36351S	1614 WIENS, ALEXANDER					
1988		82.00				
1	12/06/19 REF- 5/6 GIRLS BBALL GAME	41.00*		184 81 720-3502		340
2	12/06/19 REF- 7/8 GIRLS BBALL GAME	41.00*		184 82 720-3502		340
	<b>Total Check:</b>	<b>82.00</b>				
36352S	1639 FOUST, LUCAS					
2025		46.00				
1	12/10/19 GIRLS BBALL- 7/8 REFEREE	46.00*		184 82 720-3502		340
	<b>Total Check:</b>	<b>46.00</b>				
36353S	1640 WORKMAN, CARISSA					
2026		46.00				
1	12/10/19 GIRLS BBALL- 7/8 REFEREE	46.00*		184 82 720-3502		340
	<b>Total Check:</b>	<b>46.00</b>				
36354S	43 ALSCO-AMERICAN LINEN DIVISION					
1990		275.07				
1	LBIL154157 12/09/19 APRONS,TOWELS,RUGS, MOPS	28.85*		101 80 100-2600		610
2	LBIL154157 12/09/19 APRONS,TOWELS,RUGS, MOPS	2.40*		110 80 100-2700		610
3	LBIL154157 12/09/19 APRONS,TOWELS,RUGS, MOPS	16.83*		112 80 910-3100		610
4	LBIL153983 12/02/19 APRONS,TOWELS,RUGS, MOPS	36.03*		101 80 100-2600		610
5	LBIL153983 12/02/19 APRONS,TOWELS,RUGS, MOPS	3.00*		110 80 100-2700		610
6	LBIL153983 12/02/19 APRONS,TOWELS,RUGS, MOPS	21.02*		112 80 910-3100		610
7	LBIL153809 11/25/19 APRONS,TOWELS,RUGS, MOPS	100.16*		101 80 100-2600		610
8	LBIL153809 11/25/19 APRONS,TOWELS,RUGS, MOPS	8.35*		110 80 100-2700		610
9	LBIL153809 11/25/19 APRONS,TOWELS,RUGS, MOPS	58.43*		112 80 910-3100		610
	<b>Total Check:</b>	<b>275.07</b>				



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GALLATIN GATEWAY ELEMENTARY  
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\* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36355S	1278 BIG SKY PUBLISHING					
1992		26.00				
1	1971558 12/02/19 LEGAL AD- OWNERS REP RFQ	26.00		101 80	100-2300	540
	<b>Total Check:</b>	<b>26.00</b>				
36356S	1636 BIG SKY SCHOOL DISTRICT #72					
1991		75.00				
1	12/12/19 GIRLS BBALL 7/8 TOURNAMENT FEE	75.00*		184 82	720-3502	810
	<b>Total Check:</b>	<b>75.00</b>				
36357S	370 BOZEMAN ELITE COMMERCIAL CLEANING					
1993		3,024.00				
1	1792 12/02/19 MONTHLY CUSTODIAL SERVIES	2,358.72		101 80	100-2600	433
2	1792 12/02/19 MONTHLY CUSTODIAL SERVIES	604.80		110 80	100-2600	433
3	1792 12/02/19 MONTHLY CUSTODIAL SERVIES	60.48		117 80	610-2600	433
	<b>Total Check:</b>	<b>3,024.00</b>				
36358S	1328 BRIDGER ANALYTICAL LAB, INC					
1994		28.00				
1	1912093 12/05/19 WATER TESTING	27.44*		101 80	100-2600	421
2	1912093 12/05/19 WATER TESTING	0.56		117 80	610-2600	421
	<b>Total Check:</b>	<b>28.00</b>				
36359S	1424 CATAPULTK12					
1995		3,094.99				
1	1043738 12/05/19 EMS SYSTEM IMPL & TRAINING	1,971.99*		129 80	100-2300	680
2	1043737 12/05/19 CONNECT SETUP AND TRAINING	1,123.00*		129 80	100-2300	680
	<b>Total Check:</b>	<b>3,094.99</b>				
36360S	228 CENTURYLINK					
2024		310.43				
1	12/04/19 PHONE- MONTHLY SERVICE	226.61		101 80	100-2300	531
2	12/04/19 PHONE- MONTHLY SERVICE	77.61		110 80	100-2300	531
3	12/04/19 PHONE- MONTHLY SERVICE	6.21		117 80	610-2300	531
	<b>Total Check:</b>	<b>310.43</b>				
36361S	229 CENTURYLINK					
1996		23.02				
1	1480868365 11/19/19 PHONE- LONG DISTANCE	16.80		101 80	100-2300	531
2	1480868365 11/19/19 PHONE- LONG DISTANCE	5.76		110 80	100-2300	531
3	1480868365 11/19/19 PHONE- LONG DISTANCE	0.46		117 80	610-2300	531
	<b>Total Check:</b>	<b>23.02</b>				

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\* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36362S	262 COMMERCIAL ENERGY OF MONTANA INC	643.88				
1997						
1	NWE056861 12/04/19 GAS ON NWE SYSTEM	631.00		101 80	100-2600	411
2	NWE056861 12/04/19 GAS ON NWE SYSTEM	12.88*		117 80	610-2600	411
	<b>Total Check:</b>	<b>643.88</b>				
36363S	1337 CORE CONTROL	841.25				
1998						
1	WO-0613 11/26/19 HEAT REPAIR- AIR VENT SYSTEM	841.25*		101 80	100-2600	440
	<b>Total Check:</b>	<b>841.25</b>				
36364S	281 COSTCO WHOLESALE MEMBERSHIP	120.00				
2027						
1	12/01/19 ANNUAL EXECUTIVE MEMBERSHIP	120.00*		101 80	100-2321	810
	<b>Total Check:</b>	<b>120.00</b>				
36365S	1609 DELANEY TOONE	60.00				
2012						
1	2 12/12/19 INTERPRETIVE SERVICES	60.00*		101 82	100-2150	330
	<b>Total Check:</b>	<b>60.00</b>				
36366S	1610 EAGLE FENCE LLC	4,100.00				
1999						
1	1244 12/13/19 CHAINLINK FENCE REPAIRS	4,100.00*	20112	161 80	100-2600	440 612
	<b>Total Check:</b>	<b>4,100.00</b>				
36367S	420 FOOD SERVICES OF AMERICA	4,550.41				
2000						
1	5818869 12/05/19 FOOD	92.17		101 80	910-3100	630
2	5818869 12/05/19 FOOD	368.67*		112 80	910-3100	630
3	5818869 12/05/19 SUPPLIES	79.57*		112 80	910-3100	610
4	5820640 12/09/19 FOOD	157.84		101 80	910-3100	630
5	5820640 12/09/19 FOOD	631.38*		112 80	910-3100	630
6	5822381 12/12/19 FOOD	114.93		101 80	910-3100	630
7	5822381 12/12/19 FOOD	459.70*		112 80	910-3100	630
8	5822381 12/12/19 SUPPLIES	49.26*		112 80	910-3100	610
9	5809341 11/14/19 FOOD	92.80		101 80	910-3100	630
10	5809341 11/14/19 FOOD	371.22*		112 80	910-3100	630
11	5810864 11/18/19 FOOD	91.92		101 80	910-3100	630
12	5810864 11/18/19 FOOD	367.69*		112 80	910-3100	630
13	5812783 11/21/19 FOOD	154.13		101 80	910-3100	630
14	5812783 11/21/19 FOOD	616.54*		112 80	910-3100	630
15	5814359 11/25/19 FOOD	20.05		101 80	910-3100	630
16	5814359 11/25/19 FOOD	80.21*		112 80	910-3100	630
17	5814359 11/25/19 SUPPLIES	51.02*		112 80	910-3100	610
18	5814359 11/25/19 SNACK CART	46.01*		115 80	100-1000	610 112
19	5817081 12/02/19 FOOD	127.57		101 80	910-3100	630
20	5817081 12/02/19 FOOD	510.27*		112 80	910-3100	630

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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
21	5817081 12/02/19 SUPPLIES	67.46*		112 80	910-3100	610
	<b>Total Check:</b>	<b>4,550.41</b>				
36368S	431 GALLATIN CO. SUPERINTENDENT OF					
2001		27.00				
1	2020-36 12/04/19 BKGRD CHECK- VOL- HILLARD, SH	27.00		101 80	100-2300	330
	<b>Total Check:</b>	<b>27.00</b>				
36369S	439 GALLATIN GATEWAY SCHOOL					
2002		15.75				
1	12/06/19 NEEDEY STUDENT MEALS- SS	15.75*		115 82	280-2100	810 110
	<b>Total Check:</b>	<b>15.75</b>				
36370S	1525 HAPARA					
2003		1,780.24				
JULY 1, 2019- JUNE 30, 2021.						
1	INV-114891 11/26/19 2-YEAR HAPARA SUBSCRIPTION	1,780.24*		101 80	100-1000	680
	<b>Total Check:</b>	<b>1,780.24</b>				
36371S	577 J&H INC					
2006		373.73				
1	573271 12/05/19 COPIER- MAIN OFFICE	373.73		101 80	100-2300	550
	<b>Total Check:</b>	<b>373.73</b>				
36372S	1624 KUCHYNKA, MELISSA					
2004		39.13				
1	12/04/19 REIMBURSEMENT- ADULT ED SUPPLI	39.13*		117 80	610-1000	610
	<b>Total Check:</b>	<b>39.13</b>				
36373S	1637 MIDDLE CREEK SIGN CO.					
2005		176.00				
1	000001 12/12/19 GNOME MATERIALS- ADULT ED	176.00*		117 80	610-1000	610
	<b>Total Check:</b>	<b>176.00</b>				
36374S	856 NORTHWESTERN ENERGY					
2007		2,834.44				
1	12/04/19 ELECTRICTY	1,237.49		101 80	100-2600	412
	ELECTRICITY					
2	12/04/19 ELECTRICTY	317.31*		110 80	100-2600	412
	ELECTRICITY					
3	12/04/19 ELECTRICTY	31.73		117 80	610-2600	412
	ELECTRICITY					
4	12/04/19 POWER-LIGHTS	132.66		101 80	100-2600	410
	POWER-LIGHTS					
5	12/04/19 POWER-LIGHTS	138.19		110 80	100-2600	410
	POWER-LIGHTS					
6	12/04/19 POWER-LIGHTS	5.53		117 80	610-2600	410
	POWER-LIGHTS					

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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
7	12/04/19 NATURAL GAS	952.10		101 80	100-2600	411
	NATURAL GAS					
8	12/04/19 NATURAL GAS	19.43*		117 80	610-2600	411
	NATURAL GAS					
	<b>Total Check:</b>	<b>2,834.44</b>				
36375S	1638 SCHUG, RACHELLE					
	2008	325.10				
1	12/02/19 REIMBURSE- SUPPLIES ADULT ED	325.10*		117 80	610-1000	610
	<b>Total Check:</b>	<b>325.10</b>				
36376S	1403 SYSCO MONTANA, INC.					
	2009	2,647.66				
1	243564578 12/03/19 FOOD	297.84*		112 80	910-3100	630
2	243573888 12/10/19 FOOD	354.65*		112 80	910-3100	630
3	243578829 12/13/19 FOOD	350.93*		112 80	910-3100	630
4	243578829 12/13/19 SNACK CART	67.54*		115 80	710-3400	630 112
5	243541305 11/15/19 FOOD	177.61		101 80	910-3100	630
6	243541305 11/15/19 FOOD	414.42*		112 80	910-3100	630
7	243545355 11/19/19 FOOD	88.92		101 80	910-3100	630
8	243545355 11/19/19 FOOD	207.49*		112 80	910-3100	630
9	243550202 11/22/19 FOOD	30.26		101 80	910-3100	630
10	243550202 11/22/19 FOOD	70.60*		112 80	910-3100	630
11	243550202 11/22/19 SNACK CART	179.97*		115 80	710-3400	630 112
12	243555207 11/26/19 FOOD	122.23		101 80	910-3100	630
13	243555207 11/26/19 FOOD	285.20*		112 80	910-3100	630
	<b>Total Check:</b>	<b>2,647.66</b>				
36377S	1131 THE CARRIAGE HOUSE CAR WASH					
	2011	50.09				
1	4092 11/30/19 CAR WASH- BUSES	50.09		110 80	100-2740	440
	<b>Total Check:</b>	<b>50.09</b>				
36378S	666 THOMAS, LORRIE					
	2010	100.00				
1	11/25/19 BACTERIOLOGICAL- DECEMBER	98.00*		101 80	100-2600	421
2	11/25/19 BACTERIOLOGICAL- DECEMBER	2.00		117 80	610-2600	421
	<b>Total Check:</b>	<b>100.00</b>				
36379S	1506 THREE SEASONS, INC					
	2014	1,020.00				
1	1866 12/02/19 SNOW REMOVAL- NOVEMBER 2019	1,020.00		101 80	100-2630	432
	<b>Total Check:</b>	<b>1,020.00</b>				

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Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36380S	1173 TOM'S FLOOR STORE, INC.						
	2013	1,532.30					
1	TO012876 08/20/19 ART ROOM FLOORING & INSTALL	1,300.00*		115	80	100-2600	440 106
2	TO012876 08/20/19 ART ROOM FLOORING & INSTALL	232.30*		115	80	100-2600	440 145
	<b>Total Check:</b>	<b>1,532.30</b>					
36381S	1195 U.S. POSTAL SERVICE - PO						
	2015	204.00					
1	12/01/19 POST OFFICE BOX RENTAL FEE	204.00		101	80	100-2300	810
	<b>Total Check:</b>	<b>204.00</b>					
	<b># of Claims</b>	<b>44</b>					
	<b>Total:</b>	<b>42,279.85</b>					



## **GALLATIN GATEWAY SCHOOL**

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

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

**DATE:** December 12, 2019

**RE:** Cash Reconciliation as of October 31, 2019

### County Treasurer Cash vs Book Cash AS OF October 31, 2019

<u>Fund Name:</u>	<u>Fund #:</u>	<u>County Treasurer Cash:</u>	<u>Book Cash</u>	<u>Difference:</u>
General	101	\$24,689.19	\$24,689.19	\$0.00
Transportation	110	-\$3,064.79	-\$3,064.79	\$0.00
Bus Depreciation	111	\$7,059.66	\$7,059.66	\$0.00
Food	112	\$1,659.05	\$1,659.05	\$0.00
Tuition	113	-\$446.41	-\$446.41	\$0.00
Retirement	114	\$14,405.70	\$14,452.32	-\$46.62
Miscellaneous	115	\$27,172.16	\$27,172.16	\$0.00
Adult Education	117	\$17,763.06	\$11,337.50	\$6,425.56 ***
Compensated Absences	121	\$218.36	\$218.36	\$0.00
Technology	128	-\$13,213.61	-\$13,213.61	\$0.00
Flexibility	129	\$11,099.97	\$11,099.97	\$0.00
Debt Service	150	\$1,319.95	\$1,319.95	\$0.00
Building	160	\$2,112.41	\$2,112.41	\$0.00
Building Reserve	161	\$55,215.58	\$55,215.58	\$0.00
Endowment	181	\$1,490.46	\$1,490.46	\$0.00
Exta-Curricular	184	\$2,748.71	\$9,174.27	-\$6,425.56 ***
Payroll Clearing	186	\$2,174.10	\$2,127.50 *	\$46.60 **
Claims Clearing	187	\$7,865.87	\$7,865.87 *	\$0.00
<b>Total</b>		<b>\$160,269.42</b>	<b>\$160,269.44</b>	<b>-\$0.02</b>

\* Equals Outstanding Warrants.

\*\*U/I payment- JV wasn't communicated to county-- will be corrected in December 2019

\*\*\*error on deposit form sent to County will be corrected on November 2019 reports

# 7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 25-Oct-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	\$49.50
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	
Payroll Clearing	7790	186	-000-00-61-00-855	
			Total	\$49.50

**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	\$49.50
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	\$49.50

*per parents request for unused fees moved to food service account*

12/13/19  
08:24:30

GALLATIN GATEWAY ELEMENTARY  
Journal Voucher Details  
For the Accounting Period: 10/19

Page: 1 of 1  
Report ID: L100

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
JV	135	10/19	12/13/19							
			Per parent request.							
	1		transfer funds from 115 to 112		49.50	115	B	101		160
	2		transfer funds from 115 to 112	49.50		112	B	101		
	3		transfer funds from 115 to 112	49.50		115	R	1900		160
	4		transfer funds from 115 to 112		49.50	112	R	1621		
			<b>Total</b>	<b>99.00</b>	<b>99.00</b>					



# 7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

7-Oct-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	
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	
Payroll Clearing	7790	186	-000-00-61-00-855	\$32.51
		Total		\$32.51

**To:**

General Fund	7790	101	-000-00-53-00	\$32.51
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	
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		\$32.51

*Cancelled warrant # 214361*

10/07/19  
10:45:47

GALLATIN GATEWAY ELEMENTARY  
Journal Voucher Details  
For the Accounting Period: 10/19

Page: 1 of 1  
Report ID: L100

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
JV	90	10/19	10/07/19							
			PRIOR PERIOD CORRECTION- CANCEL OUTSTANDING CHECK							
			THIS WARRANT IS STALE DATED AND WILL NOT BE REISSUED							
	1		CANCEL WARRANT- #24361	32.51		101	B	101		
			FROM 186 TO 101							
	2		CANCEL WARRANT- #24361		32.51	101	E	80 999-9999		892
	3		WARRANTS PAYBLE	32.51		186	B	620		
	4		BALANCE CASH		32.51	186	B	101		
			<b>Total</b>	<b>65.02</b>	<b>65.02</b>					

# 7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date: 30-Nov-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	
Adult Education Fund	7790	117	-000-00-61-00-855	\$7,742.56
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	\$1,317.00
Claims Clearing	7790	187	-000-00-61-00-855	
		Total		\$9,059.56

**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	
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	
Adult Education fund	7790	117	-000-00-53-00	\$1,317.00
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	\$7,742.56
Claims Clearing	7790	187	-000-00-53-00	
		Total		\$9,059.56

**NOTES:**

Deposit denoted incorrect funds on October 31, 2019

# 7790 Gallatin Gateway Elem.

Operating (Inter Fund) Transfers

Date:

13-Dec-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	
Adult Education Fund	7790	117	-000-00-61-00-855	
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	
Payroll Clearing Fund	7790	186	-000-00-61-00-855	\$46.62
Claims Clearing	7790	187	-000-00-61-00-855	
		Total		\$46.62

**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	
Tuition Fund	7790	113	-000-00-53-00	
Retirement Fund	7790	114	-000-00-53-00	\$46.62
Misc/Federal Fund	7790	115	-000-00-53-00	
Adult Education fund	7790	117	-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		\$46.62

**NOTES:**

JV #89

Correction to U/I payment

10/07/19  
10:34:45

GALLATIN GATEWAY ELEMENTARY  
Journal Voucher Details  
For the Accounting Period: 10/19

Page: 1 of 1  
Report ID: L100

Document #	Line #	Posting Date	Description	Debit Amount	Credit Amount	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
JV	89	10/19	10/07/19							
			CORRECTION TO U/I PAYMENT- NEEDED TO REDUCE PAYMENT. RATE DECREASE FOR FY20							
	1		U/I CORRECTION		23.31	114 E	81	100-1000	240	
	2		U/I CORRECTION		23.31	114 E	82	100-1000	240	
	3		BALANCE CASH	46.62		114 B		101		
	4		BALANCE CASH		46.62	186 B		101		
	5		U/I CORRECTION	46.62		186 B		612		
			<b>Total</b>	<b>93.24</b>	<b>93.24</b>					

12/16/19  
16:55:10

GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 12 / 19

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	12,611.34	426,749.76	1,296,916.00	1,296,916.00	870,166.24	33 %
110 TRANSPORTATION	1,252.45	39,519.70	111,500.00	111,500.00	71,980.30	35 %
111 BUS DEPRECIATION	0.00	80,810.87	117,135.00	117,135.00	36,324.13	69 %
113 TUITION	0.00	2,570.46	13,777.00	13,777.00	11,206.54	19 %
114 RETIREMENT	0.00	46,544.49	182,170.00	182,170.00	135,625.51	26 %
117 ADULT EDUCATION FUND	724.45	8,775.39	25,578.00	25,578.00	16,802.61	34 %
128 TECHNOLOGY FUNDS	59.92	26,272.76	21,852.00	21,852.00	-4,420.76	120 %
129 FLEXIBILITY FUND	3,094.99	3,094.99	11,216.00	11,216.00	8,121.01	28 %
150 DEBT SERVICE	0.00	350.00	119,760.00	119,760.00	119,410.00	0 %
161 BUILDING RESERVE	0.00	88,637.75	201,924.00	201,924.00	113,286.25	44 %
<b>Grand Total:</b>	<b>17,743.15</b>	<b>723,326.17</b>	<b>2,101,828.00</b>	<b>2,101,828.00</b>	<b>1,378,501.83</b>	<b>34 %</b>

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
117 PARAPROFESSIONALS	0.00	14.00	0.00	0.00	-14.00	*** %
122 SUBSTITUTE TEACHERS	0.00	1,147.50	8,000.00	8,000.00	6,852.50	14 %
150 STIPEND	0.00	1,567.50	1,500.00	1,500.00	-67.50	104 %
190 LEAVE - PAY	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
220 TRS	0.00	29.20	0.00	0.00	-29.20	*** %
250 WORKERS' COMPENSATION	0.00	34.74	0.00	0.00	-34.74	*** %
260 HEALTH INS	0.00	1,934.93	0.00	0.00	-1,934.93	*** %
330 OTHER PROFESSIONAL SERVICES	0.00	3,750.00	5,000.00	5,000.00	1,250.00	75 %
340 TECHNICAL SERVICES	0.00	125.00	0.00	0.00	-125.00	*** %
540 ADVERTISING	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	5,500.00	5,500.00	5,500.00	0 %
583 INSERVICE	0.00	595.00	0.00	0.00	-595.00	*** %
610 SUPPLIES	0.00	4,595.42	6,000.00	6,000.00	1,404.58	76 %
640 BOOKS	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
660 MINOR EQUIPMENT	0.00	1,230.00	2,500.00	2,500.00	1,270.00	49 %
680 COMPUTER SOFTWARE	1,780.24	24,158.04	20,000.00	20,000.00	-4,158.04	120 %
682 SUPPLIES- TECHNOLOGY	0.00	170.82	0.00	0.00	-170.82	*** %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
810 DUES AND FEES	0.00	920.00	500.00	500.00	-420.00	184 %
<b>Function Total:</b>	<b>1,780.24</b>	<b>40,272.15</b>	<b>77,000.00</b>	<b>77,000.00</b>	<b>36,727.85</b>	<b>52 %</b>
2100 STUDENTS						
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>175.00</b>	<b>175.00</b>	<b>0 %</b>
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0 %</b>
2120 GUIDANCE PROGRAM						
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	35.00	500.00	500.00	465.00	7 %
610 SUPPLIES	0.00	494.74	500.00	500.00	5.26	98 %
810 DUES AND FEES	0.00	69.00	100.00	100.00	31.00	69 %
<b>Function Total:</b>	<b>0.00</b>	<b>598.74</b>	<b>1,230.00</b>	<b>1,230.00</b>	<b>631.26</b>	<b>48 %</b>
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	600.00	600.00	600.00	0 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>0 %</b>
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	0.00	96.79	0.00	0.00	-96.79	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>96.79</b>	<b>0.00</b>	<b>0.00</b>	<b>-96.79</b>	<b>*** %</b>
2225 LIBRARY SERVICES						
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	155.64	500.00	500.00	344.36	31 %
640 BOOKS	0.00	184.96	2,500.00	2,500.00	2,315.04	7 %
650 PERIODICALS	0.00	0.00	200.00	200.00	200.00	0 %
660 MINOR EQUIPMENT	0.00	902.70	200.00	200.00	-702.70	451 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2225 LIBRARY SERVICES						
680 COMPUTER SOFTWARE	0.00	2,787.25	3,200.00	3,200.00	412.75	87 %
810 DUES AND FEES	0.00	0.00	60.00	60.00	60.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>4,030.55</b>	<b>7,960.00</b>	<b>7,960.00</b>	<b>3,929.45</b>	<b>50 %</b>
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	27.00	2,281.10	6,000.00	6,000.00	3,718.90	38 %
331 PROF. SERV. AUDITOR	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
332 PROF. SERV. LEGAL	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
340 TECHNICAL SERVICES	0.00	0.00	1,275.00	1,275.00	1,275.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	149.79	1,764.35	3,500.00	3,500.00	1,735.65	50 %
531 COMMUNICATIONS- TELEPHONE	243.41	1,416.03	2,300.00	2,300.00	883.97	61 %
532 POSTAGE	0.00	235.73	1,750.00	1,750.00	1,514.27	13 %
540 ADVERTISING	26.00	949.96	1,300.00	1,300.00	350.04	73 %
550 PRINTING/DUPLICATING	373.73	1,631.49	4,500.00	4,500.00	2,868.51	36 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	1,817.31	1,000.00	1,000.00	-817.31	181 %
610 SUPPLIES	0.00	1,429.27	1,700.00	1,700.00	270.73	84 %
660 MINOR EQUIPMENT	0.00	0.00	250.00	250.00	250.00	0 %
680 COMPUTER SOFTWARE	0.00	1,388.00	1,500.00	1,500.00	112.00	92 %
810 DUES AND FEES	204.00	2,903.89	6,500.00	6,500.00	3,596.11	44 %
<b>Function Total:</b>	<b>1,023.93</b>	<b>15,817.13</b>	<b>43,575.00</b>	<b>43,575.00</b>	<b>27,757.87</b>	<b>36 %</b>
2314 ELECTIONS						
340 TECHNICAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
540 ADVERTISING	0.00	0.00	100.00	100.00	100.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0 %</b>
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	0.00	21,280.00	58,520.00	58,520.00	37,240.00	36 %
115 OFFICE/CLERICAL SALARY	0.00	14,408.51	33,968.00	33,968.00	19,559.49	42 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	0.00	1,575.00	1,575.00	1,575.00	0 %
190 LEAVE - PAY	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
250 WORKERS' COMPENSATION	0.00	176.20	483.00	483.00	306.80	36 %
260 HEALTH INS	0.00	4,295.74	12,270.00	12,270.00	7,974.26	35 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	894.23	3,000.00	3,000.00	2,105.77	29 %
610 SUPPLIES	0.00	535.19	250.00	250.00	-285.19	214 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
810 DUES AND FEES	120.00	2,966.51	2,500.00	2,500.00	-466.51	118 %
<b>Function Total:</b>	<b>120.00</b>	<b>44,556.38</b>	<b>116,766.00</b>	<b>116,766.00</b>	<b>72,209.62</b>	<b>38 %</b>
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	21,123.19	44,000.00	44,000.00	22,876.81	48 %
115 OFFICE/CLERICAL SALARY	0.00	2,659.47	9,009.00	9,009.00	6,349.53	29 %
190 LEAVE - PAY	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
250 WORKERS' COMPENSATION	0.00	116.18	275.00	275.00	158.82	42 %
260 HEALTH INS	0.00	345.29	1,912.00	1,912.00	1,566.71	18 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
340 TECHNICAL SERVICES	0.00	500.00	500.00	500.00	0.00	100 %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	0.00	155.53	400.00	400.00	244.47	38 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	354.28	1,500.00	1,500.00	1,145.72	23 %



101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2500 BUSINESS SERVICES						
610 SUPPLIES	0.00	185.38	250.00	250.00	64.62	74 %
660 MINOR EQUIPMENT	0.00	754.71	2,300.00	2,300.00	1,545.29	32 %
680 COMPUTER SOFTWARE	0.00	59.95	8,500.00	8,500.00	8,440.05	0 %
682 SUPPLIES- TECHNOLOGY	0.00	39.99	0.00	0.00	-39.99	*** %
810 DUES AND FEES	0.00	150.00	1,000.00	1,000.00	850.00	15 %
<b>Function Total:</b>	<b>0.00</b>	<b>26,443.97</b>	<b>79,196.00</b>	<b>79,196.00</b>	<b>52,752.03</b>	<b>33 %</b>
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	4,855.50	5,500.00	5,500.00	644.50	88 %
120 TEMPORARY SALARIES	0.00	597.50	600.00	600.00	2.50	99 %
250 WORKERS' COMPENSATION	0.00	26.00	50.00	50.00	24.00	52 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
410 POWER - LIGHTS	132.66	583.64	1,103.00	1,103.00	519.36	52 %
411 NATURAL GAS	1,583.10	3,890.63	12,127.00	12,127.00	8,236.37	32 %
412 ELECTRICITY	1,237.49	5,803.81	15,986.00	15,986.00	10,182.19	36 %
420 OTHER UTILITY SERVICES- SEWER	893.04	6,251.28	10,717.00	10,717.00	4,465.72	58 %
421 WATER TESTS	125.44	2,788.33	1,800.00	1,800.00	-988.33	154 %
431 DISPOSAL SERVICE	0.00	1,629.32	4,085.00	4,085.00	2,455.68	39 %
433 CUSTODIAL SERVICES	2,358.72	13,927.68	33,300.00	33,300.00	19,372.32	41 %
440 REPAIR AND MAINTENANCE SERVICE	841.25	32,961.73	20,000.00	20,000.00	-12,961.73	164 %
520 INSURANCE	0.00	10,006.10	10,006.00	10,006.00	-0.10	100 %
610 SUPPLIES	165.04	7,111.89	6,000.00	6,000.00	-1,111.89	118 %
810 DUES AND FEES	0.00	100.00	1,500.00	1,500.00	1,400.00	6 %
<b>Function Total:</b>	<b>7,336.74</b>	<b>90,533.41</b>	<b>123,274.00</b>	<b>123,274.00</b>	<b>32,740.59</b>	<b>73 %</b>
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	1,020.00	1,020.00	6,000.00	6,000.00	4,980.00	17 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	900.00	0.00	0.00	-900.00	*** %
<b>Function Total:</b>	<b>1,020.00</b>	<b>1,920.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>4,080.00</b>	<b>32 %</b>
<b>Program Total:</b>	<b>11,280.91</b>	<b>224,269.12</b>	<b>457,476.00</b>	<b>457,476.00</b>	<b>233,206.88</b>	<b>49 %</b>
<b>Program Group Total:</b>	<b>11,280.91</b>	<b>224,269.12</b>	<b>457,476.00</b>	<b>457,476.00</b>	<b>233,206.88</b>	<b>49 %</b>
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
120 TEMPORARY SALARIES	0.00	0.00	340.00	340.00	340.00	0 %
190 LEAVE - PAY	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	226.00	350.00	350.00	124.00	64 %
660 MINOR EQUIPMENT	0.00	305.68	0.00	0.00	-305.68	*** %
680 COMPUTER SOFTWARE	0.00	71.95	0.00	0.00	-71.95	*** %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	150.00	150.00	150.00	0 %
920 RESOURCES TRANSFER TO COOP	0.00	0.00	2,850.00	2,850.00	2,850.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>603.63</b>	<b>5,690.00</b>	<b>5,690.00</b>	<b>5,086.37</b>	<b>10 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>603.63</b>	<b>5,690.00</b>	<b>5,690.00</b>	<b>5,086.37</b>	<b>10 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>603.63</b>	<b>5,690.00</b>	<b>5,690.00</b>	<b>5,086.37</b>	<b>10 %</b>

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
300						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	800.00	800.00	800.00	0 %
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>0 %</b>
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>0 %</b>
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	1,591.50	3,300.00	3,300.00	1,708.50	48 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,591.50</b>	<b>3,300.00</b>	<b>3,300.00</b>	<b>1,708.50</b>	<b>48 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>1,591.50</b>	<b>3,300.00</b>	<b>3,300.00</b>	<b>1,708.50</b>	<b>48 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>1,591.50</b>	<b>5,100.00</b>	<b>5,100.00</b>	<b>3,508.50</b>	<b>31 %</b>
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	160.00	600.00	600.00	440.00	26 %
250 WORKERS' COMPENSATION	0.00	0.84	15.00	15.00	14.16	5 %
260 HEALTH INS	0.00	21.00	0.00	0.00	-21.00	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>181.84</b>	<b>615.00</b>	<b>615.00</b>	<b>433.16</b>	<b>29 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>181.84</b>	<b>615.00</b>	<b>615.00</b>	<b>433.16</b>	<b>29 %</b>
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	0.00	1,500.00	5,000.00	5,000.00	3,500.00	30 %
150 STIPEND	0.00	0.00	9,900.00	9,900.00	9,900.00	0 %
250 WORKERS' COMPENSATION	0.00	7.67	80.00	80.00	72.33	9 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	125.00	0.00	0.00	-125.00	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>1,632.67</b>	<b>14,980.00</b>	<b>14,980.00</b>	<b>13,347.33</b>	<b>10 %</b>
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	0.00	1,900.00	0.00	0.00	-1,900.00	*** %
250 WORKERS' COMPENSATION	0.00	10.02	0.00	0.00	-10.02	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>1,910.02</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,910.02</b>	<b>*** %</b>
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	0.00	400.00	0.00	0.00	-400.00	*** %
250 WORKERS' COMPENSATION	0.00	2.11	0.00	0.00	-2.11	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>402.11</b>	<b>0.00</b>	<b>0.00</b>	<b>-402.11</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>3,944.80</b>	<b>14,980.00</b>	<b>14,980.00</b>	<b>11,035.20</b>	<b>26 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>4,126.64</b>	<b>15,595.00</b>	<b>15,595.00</b>	<b>11,468.36</b>	<b>26 %</b>
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	0.00	0.00	17,435.00	17,435.00	17,435.00	0 %
126 SUBSTITUTE COOKS	0.00	0.00	300.00	300.00	300.00	0 %
250 WORKERS' COMPENSATION	0.00	0.00	1,171.00	1,171.00	1,171.00	0 %
260 HEALTH INS	0.00	0.00	1,290.00	1,290.00	1,290.00	0 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	150.00	150.00	150.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
440 REPAIR AND MAINTENANCE SERVICE	0.00	85.00	0.00	0.00	-85.00	*** %
540 ADVERTISING	0.00	0.00	150.00	150.00	150.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
610 SUPPLIES	0.00	66.95	300.00	300.00	233.05	22 %
630 FOOD	1,270.43	4,590.06	5,156.00	5,156.00	565.94	89 %
810 DUES AND FEES	0.00	201.00	0.00	0.00	-201.00	*** %
<b>Function Total:</b>	<b>1,270.43</b>	<b>4,943.01</b>	<b>26,152.00</b>	<b>26,152.00</b>	<b>21,208.99</b>	<b>18 %</b>
<b>Program Total:</b>	<b>1,270.43</b>	<b>4,943.01</b>	<b>26,152.00</b>	<b>26,152.00</b>	<b>21,208.99</b>	<b>18 %</b>
999 UNDISTRIBUTED						
9999 UNDISTRIBUTED						
892 Prior Period Adjustment	0.00	-32.51	0.00	0.00	32.51	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>-32.51</b>	<b>0.00</b>	<b>0.00</b>	<b>32.51</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>-32.51</b>	<b>0.00</b>	<b>0.00</b>	<b>32.51</b>	<b>*** %</b>
<b>Program Group Total:</b>	<b>1,270.43</b>	<b>4,910.50</b>	<b>26,152.00</b>	<b>26,152.00</b>	<b>21,241.50</b>	<b>18 %</b>
<b>Org Total:</b>	<b>12,551.34</b>	<b>235,501.39</b>	<b>510,013.00</b>	<b>510,013.00</b>	<b>274,511.61</b>	<b>46 %</b>
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	86,850.58	347,402.00	347,402.00	260,551.42	25 %
117 PARAPROFESSIONALS	0.00	8,194.06	37,500.00	37,500.00	29,305.94	21 %
250 WORKERS' COMPENSATION	0.00	486.43	2,047.00	2,047.00	1,560.57	23 %
260 HEALTH INS	0.00	14,364.94	57,672.00	57,672.00	43,307.06	24 %
610 SUPPLIES	0.00	908.57	10,000.00	10,000.00	9,091.43	9 %
650 PERIODICALS	0.00	0.00	300.00	300.00	300.00	0 %
680 COMPUTER SOFTWARE	0.00	904.00	1,000.00	1,000.00	96.00	90 %
682 SUPPLIES- TECHNOLOGY	0.00	419.00	2,000.00	2,000.00	1,581.00	20 %
<b>Function Total:</b>	<b>0.00</b>	<b>112,127.58</b>	<b>457,921.00</b>	<b>457,921.00</b>	<b>345,793.42</b>	<b>24 %</b>
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	1,216.62	6,267.00	6,267.00	5,050.38	19 %
250 WORKERS' COMPENSATION	0.00	5.54	31.00	31.00	25.46	17 %
260 HEALTH INS	0.00	18.28	201.00	201.00	182.72	9 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,240.44</b>	<b>6,499.00</b>	<b>6,499.00</b>	<b>5,258.56</b>	<b>19 %</b>
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	7,413.15	29,653.00	29,653.00	22,239.85	25 %
250 WORKERS' COMPENSATION	0.00	37.86	156.00	156.00	118.14	24 %
260 HEALTH INS	0.00	1,055.68	4,355.00	4,355.00	3,299.32	24 %
<b>Function Total:</b>	<b>0.00</b>	<b>8,506.69</b>	<b>34,164.00</b>	<b>34,164.00</b>	<b>25,657.31</b>	<b>24 %</b>
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	4,294.97	17,180.00	17,180.00	12,885.03	25 %
250 WORKERS' COMPENSATION	0.00	21.93	91.00	91.00	69.07	24 %
260 HEALTH INS	0.00	635.92	2,673.00	2,673.00	2,037.08	23 %
610 SUPPLIES	0.00	14.50	0.00	0.00	-14.50	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>4,967.32</b>	<b>19,944.00</b>	<b>19,944.00</b>	<b>14,976.68</b>	<b>24 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>126,842.03</b>	<b>518,528.00</b>	<b>518,528.00</b>	<b>391,685.97</b>	<b>24 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>126,842.03</b>	<b>518,528.00</b>	<b>518,528.00</b>	<b>391,685.97</b>	<b>24 %</b>

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	6,497.56	25,990.00	25,990.00	19,492.44	25 %
250 WORKERS' COMPENSATION	0.00	33.18	137.00	137.00	103.82	24 %
260 HEALTH INS	0.00	1,245.03	5,126.00	5,126.00	3,880.97	24 %
<b>Function Total:</b>	<b>0.00</b>	<b>7,775.77</b>	<b>31,253.00</b>	<b>31,253.00</b>	<b>23,477.23</b>	<b>24 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>7,775.77</b>	<b>31,253.00</b>	<b>31,253.00</b>	<b>23,477.23</b>	<b>24 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>7,775.77</b>	<b>31,253.00</b>	<b>31,253.00</b>	<b>23,477.23</b>	<b>24 %</b>
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	600.00	750.00	750.00	150.00	80 %
250 WORKERS' COMPENSATION	0.00	3.17	0.00	0.00	-3.17	*** %
260 HEALTH INS	0.00	54.72	0.00	0.00	-54.72	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>657.89</b>	<b>750.00</b>	<b>750.00</b>	<b>92.11</b>	<b>87 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>657.89</b>	<b>750.00</b>	<b>750.00</b>	<b>92.11</b>	<b>87 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>657.89</b>	<b>750.00</b>	<b>750.00</b>	<b>92.11</b>	<b>87 %</b>
<b>Org Total:</b>		<b>135,275.69</b>	<b>550,531.00</b>	<b>550,531.00</b>	<b>415,255.31</b>	<b>24 %</b>
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	35,769.11	143,076.00	143,076.00	107,306.89	25 %
117 PARAPROFESSIONALS	0.00	3,186.60	12,760.00	12,760.00	9,573.40	24 %
250 WORKERS' COMPENSATION	0.00	199.27	838.00	838.00	638.73	23 %
260 HEALTH INS	0.00	4,858.04	21,459.00	21,459.00	16,600.96	22 %
610 SUPPLIES	0.00	181.39	4,000.00	4,000.00	3,818.61	4 %
650 PERIODICALS	0.00	34.00	100.00	100.00	66.00	34 %
680 COMPUTER SOFTWARE	0.00	0.00	500.00	500.00	500.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>44,228.41</b>	<b>183,733.00</b>	<b>183,733.00</b>	<b>139,504.59</b>	<b>24 %</b>
2100 STUDENTS						
250 WORKERS' COMPENSATION	0.00	2.27	10.00	10.00	7.73	22 %
260 HEALTH INS	0.00	7.47	0.00	0.00	-7.47	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>9.74</b>	<b>10.00</b>	<b>10.00</b>	<b>0.26</b>	<b>97 %</b>
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	3,088.83	12,355.00	12,355.00	9,266.17	25 %
250 WORKERS' COMPENSATION	0.00	15.77	65.00	65.00	49.23	24 %
260 HEALTH INS	0.00	439.87	1,902.00	1,902.00	1,462.13	23 %
<b>Function Total:</b>	<b>0.00</b>	<b>3,544.47</b>	<b>14,322.00</b>	<b>14,322.00</b>	<b>10,777.53</b>	<b>24 %</b>
2150 Speech Pathology & Audiology Services						
330 OTHER PROFESSIONAL SERVICES	60.00	110.00	0.00	0.00	-110.00	*** %
<b>Function Total:</b>	<b>60.00</b>	<b>110.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-110.00</b>	<b>*** %</b>
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	0.00	1,670.27	6,681.00	6,681.00	5,010.73	25 %
250 WORKERS' COMPENSATION	0.00	8.53	35.00	35.00	26.47	24 %
260 HEALTH INS	0.00	247.32	1,131.00	1,131.00	883.68	21 %
610 SUPPLIES	0.00	36.30	0.00	0.00	-36.30	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>1,962.42</b>	<b>7,847.00</b>	<b>7,847.00</b>	<b>5,884.58</b>	<b>25 %</b>

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Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
<b>Program Total:</b>	60.00	49,855.04	205,912.00	205,912.00	156,056.96	24 %
<b>Program Group Total:</b>	60.00	49,855.04	205,912.00	205,912.00	156,056.96	24 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	0.00	2,653.94	10,616.00	10,616.00	7,962.06	24 %
117 PARAPROFESSIONALS	0.00	2,451.75	12,180.00	12,180.00	9,728.25	20 %
250 WORKERS' COMPENSATION	0.00	26.33	120.00	120.00	93.67	21 %
260 HEALTH INS	0.00	614.45	3,244.00	3,244.00	2,629.55	18 %
610 SUPPLIES	0.00	6.99	0.00	0.00	-6.99	*** %
<b>Function Total:</b>	0.00	5,753.46	26,160.00	26,160.00	20,406.54	21 %
<b>Program Total:</b>	0.00	5,753.46	26,160.00	26,160.00	20,406.54	21 %
<b>Program Group Total:</b>	0.00	5,753.46	26,160.00	26,160.00	20,406.54	21 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	320.00	1,300.00	1,300.00	980.00	24 %
250 WORKERS' COMPENSATION	0.00	1.60	0.00	0.00	-1.60	*** %
260 HEALTH INS	0.00	42.58	0.00	0.00	-42.58	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
<b>Function Total:</b>	0.00	364.18	4,300.00	4,300.00	3,935.82	8 %
<b>Program Total:</b>	0.00	364.18	4,300.00	4,300.00	3,935.82	8 %
<b>Program Group Total:</b>	0.00	364.18	4,300.00	4,300.00	3,935.82	8 %
<b>Org Total:</b>	60.00	55,972.68	236,372.00	236,372.00	180,399.32	23 %
<b>Fund Total:</b>	12,611.34	426,749.76	1,296,916.00	1,296,916.00	870,166.24	32 %

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	44.94	529.33	2,000.00	2,000.00	1,470.67	26 %
531 COMMUNICATIONS- TELEPHONE	83.37	484.99	1,300.00	1,300.00	815.01	37 %
<b>Function Total:</b>	<b>128.31</b>	<b>1,014.32</b>	<b>3,300.00</b>	<b>3,300.00</b>	<b>2,285.68</b>	<b>30 %</b>
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	0.00	5,527.28	15,200.00	15,200.00	9,672.72	36 %
115 OFFICE/CLERICAL SALARY	0.00	2,464.36	6,066.00	6,066.00	3,601.64	40 %
250 WORKERS' COMPENSATION	0.00	39.63	111.00	111.00	71.37	35 %
260 HEALTH INS	0.00	893.12	2,336.00	2,336.00	1,442.88	38 %
<b>Function Total:</b>	<b>0.00</b>	<b>8,924.39</b>	<b>23,713.00</b>	<b>23,713.00</b>	<b>14,788.61</b>	<b>37 %</b>
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	8,843.57	18,900.00	18,900.00	10,056.43	46 %
115 OFFICE/CLERICAL SALARY	0.00	1,227.45	4,158.00	4,158.00	2,930.55	29 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
250 WORKERS' COMPENSATION	0.00	49.45	122.00	122.00	72.55	40 %
260 HEALTH INS	0.00	159.38	65.00	65.00	-94.38	245 %
810 DUES AND FEES	0.00	20.60	0.00	0.00	-20.60	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>10,300.45</b>	<b>24,245.00</b>	<b>24,245.00</b>	<b>13,944.55</b>	<b>42 %</b>
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	55.00	0.00	0.00	-55.00	*** %
410 POWER - LIGHTS	138.19	607.99	1,000.00	1,000.00	392.01	60 %
412 ELECTRICITY	317.31	1,488.16	34.00	34.00	-1,454.16	*** %
431 DISPOSAL SERVICE	0.00	122.65	700.00	700.00	577.35	17 %
433 CUSTODIAL SERVICES	604.80	3,571.20	7,248.00	7,248.00	3,676.80	49 %
<b>Function Total:</b>	<b>1,060.30</b>	<b>5,845.00</b>	<b>8,982.00</b>	<b>8,982.00</b>	<b>3,137.00</b>	<b>65 %</b>
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>0 %</b>
2700 STUDENT TRANSPORTATION						
118 BUS DRIVERS	0.00	5,652.19	23,857.00	23,857.00	18,204.81	23 %
128 SUBSTITUTE BUS DRIVER	0.00	0.00	257.00	257.00	257.00	0 %
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	0.00	391.24	2,000.00	2,000.00	1,608.76	19 %
260 HEALTH INS	0.00	68.25	3,500.00	3,500.00	3,431.75	1 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	650.00	650.00	650.00	0 %
520 INSURANCE	0.00	4,618.20	6,406.00	6,406.00	1,787.80	72 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	262.68	250.00	250.00	-12.68	105 %
610 SUPPLIES	13.75	550.25	500.00	500.00	-50.25	110 %
624 FUEL	0.00	1,292.41	4,450.00	4,450.00	3,157.59	29 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	43.69	150.00	150.00	106.31	29 %
<b>Function Total:</b>	<b>13.75</b>	<b>12,878.91</b>	<b>44,680.00</b>	<b>44,680.00</b>	<b>31,801.09</b>	<b>28 %</b>

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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
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110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	50.09	556.63	5,000.00	5,000.00	4,443.37	11 %
610 SUPPLIES	0.00	0.00	380.00	380.00	380.00	0 %
<b>Function Total:</b>	<b>50.09</b>	<b>556.63</b>	<b>5,380.00</b>	<b>5,380.00</b>	<b>4,823.37</b>	<b>10 %</b>
<b>Program Total:</b>	<b>1,252.45</b>	<b>39,519.70</b>	<b>111,500.00</b>	<b>111,500.00</b>	<b>71,980.30</b>	<b>35 %</b>
<b>Program Group Total:</b>	<b>1,252.45</b>	<b>39,519.70</b>	<b>111,500.00</b>	<b>111,500.00</b>	<b>71,980.30</b>	<b>35 %</b>
<b>Org Total:</b>	<b>1,252.45</b>	<b>39,519.70</b>	<b>111,500.00</b>	<b>111,500.00</b>	<b>71,980.30</b>	<b>35 %</b>
<b>Fund Total:</b>	<b>1,252.45</b>	<b>39,519.70</b>	<b>111,500.00</b>	<b>111,500.00</b>	<b>71,980.30</b>	<b>35 %</b>

111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
<b>Function Total:</b>	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
<b>Program Total:</b>	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
<b>Program Group Total:</b>	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
<b>Org Total:</b>		80,810.87	117,135.00	117,135.00	36,324.13	68 %
<b>Fund Total:</b>	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %



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GALLATIN GATEWAY ELEMENTARY  
Statement of Expenditure - Budget vs. Actual Report  
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113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	877.00	877.00	877.00	0 %
<b>Function Total:</b>	0.00	0.00	877.00	877.00	877.00	0 %
<b>Program Total:</b>	0.00	0.00	877.00	877.00	877.00	0 %
<b>Program Group Total:</b>	0.00	0.00	877.00	877.00	877.00	0 %
<b>Org Total:</b>			877.00	877.00	877.00	0 %
82 7-8 SCHOOL						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
117 PARAPROFESSIONALS	0.00	2,451.75	12,800.00	12,800.00	10,348.25	19 %
250 WORKERS' COMPENSATION	0.00	12.79	100.00	100.00	87.21	12 %
260 HEALTH INS	0.00	105.92	0.00	0.00	-105.92	*** %
<b>Function Total:</b>	0.00	2,570.46	12,900.00	12,900.00	10,329.54	19 %
<b>Program Total:</b>	0.00	2,570.46	12,900.00	12,900.00	10,329.54	19 %
<b>Program Group Total:</b>	0.00	2,570.46	12,900.00	12,900.00	10,329.54	19 %
<b>Org Total:</b>		2,570.46	12,900.00	12,900.00	10,329.54	19 %
<b>Fund Total:</b>	0.00	2,570.46	13,777.00	13,777.00	11,206.54	18 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	203.15	1,500.00	1,500.00	1,296.85	13 %
220 TRS	0.00	9.14	250.00	250.00	240.86	3 %
240 UNEMPLOYMENT	0.00	12.82	200.00	200.00	187.18	6 %
<b>Function Total:</b>	<b>0.00</b>	<b>225.11</b>	<b>1,950.00</b>	<b>1,950.00</b>	<b>1,724.89</b>	<b>11 %</b>
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	3,083.43	8,000.00	8,000.00	4,916.57	38 %
220 TRS	0.00	2,426.89	6,700.00	6,700.00	4,273.11	36 %
230 PERS	0.00	1,417.31	3,400.00	3,400.00	1,982.69	41 %
240 UNEMPLOYMENT	0.00	205.67	600.00	600.00	394.33	34 %
<b>Function Total:</b>	<b>0.00</b>	<b>7,133.30</b>	<b>18,700.00</b>	<b>18,700.00</b>	<b>11,566.70</b>	<b>38 %</b>
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	2,559.55	5,500.00	5,500.00	2,940.45	46 %
220 TRS	0.00	351.10	1,200.00	1,200.00	848.90	29 %
230 PERS	0.00	2,517.20	5,100.00	5,100.00	2,582.80	49 %
240 UNEMPLOYMENT	0.00	160.00	500.00	500.00	340.00	32 %
<b>Function Total:</b>	<b>0.00</b>	<b>5,587.85</b>	<b>12,300.00</b>	<b>12,300.00</b>	<b>6,712.15</b>	<b>45 %</b>
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	0.00	249.00	1,000.00	1,000.00	751.00	24 %
220 TRS	0.00	339.30	1,300.00	1,300.00	960.70	26 %
240 UNEMPLOYMENT	0.00	16.10	100.00	100.00	83.90	16 %
<b>Function Total:</b>	<b>0.00</b>	<b>604.40</b>	<b>2,400.00</b>	<b>2,400.00</b>	<b>1,795.60</b>	<b>25 %</b>
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	410.79	100.00	100.00	-310.79	410 %
240 UNEMPLOYMENT	0.00	26.17	25.00	25.00	-1.17	104 %
<b>Function Total:</b>	<b>0.00</b>	<b>436.96</b>	<b>125.00</b>	<b>125.00</b>	<b>-311.96</b>	<b>349 %</b>
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	0.00	457.58	2,000.00	2,000.00	1,542.42	22 %
230 PERS	0.00	319.53	1,100.00	1,100.00	780.47	29 %
240 UNEMPLOYMENT	0.00	27.67	150.00	150.00	122.33	18 %
<b>Function Total:</b>	<b>0.00</b>	<b>804.78</b>	<b>3,250.00</b>	<b>3,250.00</b>	<b>2,445.22</b>	<b>24 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>14,792.40</b>	<b>38,725.00</b>	<b>38,725.00</b>	<b>23,932.60</b>	<b>38 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>14,792.40</b>	<b>38,725.00</b>	<b>38,725.00</b>	<b>23,932.60</b>	<b>38 %</b>
200						
280 SPECIAL EDUCATION						
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,451.00</b>	<b>3,451.00</b>	<b>3,451.00</b>	<b>0 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,451.00</b>	<b>3,451.00</b>	<b>3,451.00</b>	<b>0 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,451.00</b>	<b>3,451.00</b>	<b>3,451.00</b>	<b>0 %</b>
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	259.29	150.00	150.00	-109.29	172 %
220 TRS	0.00	280.33	75.00	75.00	-205.33	373 %
240 UNEMPLOYMENT	0.00	15.60	50.00	50.00	34.40	31 %
<b>Function Total:</b>	<b>0.00</b>	<b>555.22</b>	<b>275.00</b>	<b>275.00</b>	<b>-280.22</b>	<b>201 %</b>

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	66.31	200.00	200.00	133.69	33 %
220 TRS	0.00	79.71	250.00	250.00	170.29	31 %
230 PERS	0.00	11.83	75.00	75.00	63.17	15 %
240 UNEMPLOYMENT	0.00	4.56	25.00	25.00	20.44	18 %
<b>Function Total:</b>	<b>0.00</b>	<b>162.41</b>	<b>550.00</b>	<b>550.00</b>	<b>387.59</b>	<b>29 %</b>
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	106.41	500.00	500.00	393.59	21 %
220 TRS	0.00	20.00	75.00	75.00	55.00	26 %
230 PERS	0.00	101.44	300.00	300.00	198.56	33 %
240 UNEMPLOYMENT	0.00	6.64	25.00	25.00	18.36	26 %
<b>Function Total:</b>	<b>0.00</b>	<b>234.49</b>	<b>900.00</b>	<b>900.00</b>	<b>665.51</b>	<b>26 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>952.12</b>	<b>1,725.00</b>	<b>1,725.00</b>	<b>772.88</b>	<b>55 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>952.12</b>	<b>1,725.00</b>	<b>1,725.00</b>	<b>772.88</b>	<b>55 %</b>
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	12.01	0.00	0.00	-12.01	*** %
240 UNEMPLOYMENT	0.00	0.77	0.00	0.00	-0.77	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>12.78</b>	<b>0.00</b>	<b>0.00</b>	<b>-12.78</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>12.78</b>	<b>0.00</b>	<b>0.00</b>	<b>-12.78</b>	<b>*** %</b>
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	0.00	114.75	2,600.00	2,600.00	2,485.25	4 %
220 TRS	0.00	136.05	600.00	600.00	463.95	22 %
240 UNEMPLOYMENT	0.00	7.00	75.00	75.00	68.00	9 %
<b>Function Total:</b>	<b>0.00</b>	<b>257.80</b>	<b>3,275.00</b>	<b>3,275.00</b>	<b>3,017.20</b>	<b>7 %</b>
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	145.35	0.00	0.00	-145.35	*** %
240 UNEMPLOYMENT	0.00	8.36	0.00	0.00	-8.36	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>153.71</b>	<b>0.00</b>	<b>0.00</b>	<b>-153.71</b>	<b>*** %</b>
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	30.60	0.00	0.00	-30.60	*** %
240 UNEMPLOYMENT	0.00	1.76	0.00	0.00	-1.76	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>32.36</b>	<b>0.00</b>	<b>0.00</b>	<b>-32.36</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>443.87</b>	<b>3,275.00</b>	<b>3,275.00</b>	<b>2,831.13</b>	<b>13 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>456.65</b>	<b>3,275.00</b>	<b>3,275.00</b>	<b>2,818.35</b>	<b>13 %</b>
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	1,180.29	4,500.00	4,500.00	3,319.71	26 %
230 PERS	0.00	1,296.00	5,000.00	5,000.00	3,704.00	25 %
240 UNEMPLOYMENT	0.00	72.11	300.00	300.00	227.89	24 %
<b>Function Total:</b>	<b>0.00</b>	<b>2,548.40</b>	<b>9,800.00</b>	<b>9,800.00</b>	<b>7,251.60</b>	<b>26 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>2,548.40</b>	<b>9,800.00</b>	<b>9,800.00</b>	<b>7,251.60</b>	<b>26 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>2,548.40</b>	<b>9,800.00</b>	<b>9,800.00</b>	<b>7,251.60</b>	<b>26 %</b>
<b>Org Total:</b>		<b>18,749.57</b>	<b>56,976.00</b>	<b>56,976.00</b>	<b>38,226.43</b>	<b>32 %</b>
81 K-6 SCHOOL						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	6,831.55	28,000.00	28,000.00	21,168.45	24 %
220 TRS	0.00	8,075.90	35,000.00	35,000.00	26,924.10	23 %
240 UNEMPLOYMENT	0.00	419.81	2,000.00	2,000.00	1,580.19	20 %
<b>Function Total:</b>	<b>0.00</b>	<b>15,327.26</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>49,672.74</b>	<b>23 %</b>
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	0.00	82.59	500.00	500.00	417.41	16 %
220 TRS	0.00	107.85	600.00	600.00	492.15	17 %
240 UNEMPLOYMENT	0.00	5.02	75.00	75.00	69.98	6 %
<b>Function Total:</b>	<b>0.00</b>	<b>195.46</b>	<b>1,175.00</b>	<b>1,175.00</b>	<b>979.54</b>	<b>16 %</b>
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	0.00	514.61	2,100.00	2,100.00	1,585.39	24 %
220 TRS	0.00	728.71	2,700.00	2,700.00	1,971.29	26 %
240 UNEMPLOYMENT	0.00	34.59	200.00	200.00	165.41	17 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,277.91</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>3,722.09</b>	<b>25 %</b>
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	326.83	1,500.00	1,500.00	1,173.17	21 %
220 TRS	0.00	422.19	1,600.00	1,600.00	1,177.81	26 %
240 UNEMPLOYMENT	0.00	20.04	100.00	100.00	79.96	20 %
<b>Function Total:</b>	<b>0.00</b>	<b>769.06</b>	<b>3,200.00</b>	<b>3,200.00</b>	<b>2,430.94</b>	<b>24 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>17,569.69</b>	<b>74,375.00</b>	<b>74,375.00</b>	<b>56,805.31</b>	<b>23 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>17,569.69</b>	<b>74,375.00</b>	<b>74,375.00</b>	<b>56,805.31</b>	<b>23 %</b>
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	459.94	2,000.00	2,000.00	1,540.06	22 %
220 TRS	0.00	569.17	2,500.00	2,500.00	1,930.83	22 %
240 UNEMPLOYMENT	0.00	30.32	175.00	175.00	144.68	17 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,059.43</b>	<b>4,675.00</b>	<b>4,675.00</b>	<b>3,615.57</b>	<b>22 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>1,059.43</b>	<b>4,675.00</b>	<b>4,675.00</b>	<b>3,615.57</b>	<b>22 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>1,059.43</b>	<b>4,675.00</b>	<b>4,675.00</b>	<b>3,615.57</b>	<b>22 %</b>
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	45.90	0.00	0.00	-45.90	*** %
240 UNEMPLOYMENT	0.00	2.88	0.00	0.00	-2.88	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>48.78</b>	<b>0.00</b>	<b>0.00</b>	<b>-48.78</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>48.78</b>	<b>0.00</b>	<b>0.00</b>	<b>-48.78</b>	<b>*** %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>48.78</b>	<b>0.00</b>	<b>0.00</b>	<b>-48.78</b>	<b>*** %</b>
<b>Org Total:</b>		<b>18,677.90</b>	<b>79,050.00</b>	<b>79,050.00</b>	<b>60,372.10</b>	<b>23 %</b>
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	2,924.47	12,500.00	12,500.00	9,575.53	23 %
220 TRS	0.00	3,837.96	14,500.00	14,500.00	10,662.04	26 %
240 UNEMPLOYMENT	0.00	158.27	1,000.00	1,000.00	841.73	15 %
<b>Function Total:</b>	<b>0.00</b>	<b>6,920.70</b>	<b>28,000.00</b>	<b>28,000.00</b>	<b>21,079.30</b>	<b>24 %</b>
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	0.00	33.75	500.00	500.00	466.25	6 %
240 UNEMPLOYMENT	0.00	2.05	75.00	75.00	72.95	2 %
<b>Function Total:</b>	<b>0.00</b>	<b>35.80</b>	<b>575.00</b>	<b>575.00</b>	<b>539.20</b>	<b>6 %</b>
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	0.00	214.42	2,500.00	2,500.00	2,285.58	8 %
220 TRS	0.00	303.64	1,500.00	1,500.00	1,196.36	20 %
240 UNEMPLOYMENT	0.00	14.41	150.00	150.00	135.59	9 %
<b>Function Total:</b>	<b>0.00</b>	<b>532.47</b>	<b>4,150.00</b>	<b>4,150.00</b>	<b>3,617.53</b>	<b>12 %</b>
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	0.00	127.10	2,225.00	2,225.00	2,097.90	5 %
220 TRS	0.00	164.19	1,000.00	1,000.00	835.81	16 %
240 UNEMPLOYMENT	0.00	7.80	75.00	75.00	67.20	10 %
<b>Function Total:</b>	<b>0.00</b>	<b>299.09</b>	<b>3,300.00</b>	<b>3,300.00</b>	<b>3,000.91</b>	<b>9 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>7,788.06</b>	<b>36,025.00</b>	<b>36,025.00</b>	<b>28,236.94</b>	<b>21 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>7,788.06</b>	<b>36,025.00</b>	<b>36,025.00</b>	<b>28,236.94</b>	<b>21 %</b>
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	0.00	562.98	5,200.00	5,200.00	4,637.02	10 %
220 TRS	0.00	705.45	4,700.00	4,700.00	3,994.55	15 %
240 UNEMPLOYMENT	0.00	35.04	219.00	219.00	183.96	16 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,303.47</b>	<b>10,119.00</b>	<b>10,119.00</b>	<b>8,815.53</b>	<b>12 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>1,303.47</b>	<b>10,119.00</b>	<b>10,119.00</b>	<b>8,815.53</b>	<b>12 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>1,303.47</b>	<b>10,119.00</b>	<b>10,119.00</b>	<b>8,815.53</b>	<b>12 %</b>
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	24.02	0.00	0.00	-24.02	*** %
240 UNEMPLOYMENT	0.00	1.47	0.00	0.00	-1.47	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>25.49</b>	<b>0.00</b>	<b>0.00</b>	<b>-25.49</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>25.49</b>	<b>0.00</b>	<b>0.00</b>	<b>-25.49</b>	<b>*** %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>25.49</b>	<b>0.00</b>	<b>0.00</b>	<b>-25.49</b>	<b>*** %</b>
<b>Org Total:</b>		<b>9,117.02</b>	<b>46,144.00</b>	<b>46,144.00</b>	<b>37,026.98</b>	<b>19 %</b>
<b>Fund Total:</b>	<b>0.00</b>	<b>46,544.49</b>	<b>182,170.00</b>	<b>182,170.00</b>	<b>135,625.51</b>	<b>25 %</b>

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117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
119 OTHER SUPERVISORY SALARIES	0.00	2,835.00	10,400.00	10,400.00	7,565.00	27 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	0.00	555.00	1,650.00	1,650.00	1,095.00	33 %
250 WORKERS' COMPENSATION	0.00	17.51	75.00	75.00	57.49	23 %
260 HEALTH INS	0.00	224.46	860.00	860.00	635.54	26 %
610 SUPPLIES	540.23	601.43	53.00	53.00	-548.43	*** %
<b>Function Total:</b>	<b>540.23</b>	<b>4,233.40</b>	<b>13,038.00</b>	<b>13,038.00</b>	<b>8,804.60</b>	<b>32 %</b>
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	44.94	529.33	2,000.00	2,000.00	1,470.67	26 %
531 COMMUNICATIONS- TELEPHONE	6.67	38.81	600.00	600.00	561.19	6 %
<b>Function Total:</b>	<b>51.61</b>	<b>568.14</b>	<b>2,600.00</b>	<b>2,600.00</b>	<b>2,031.86</b>	<b>21 %</b>
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	0.00	829.08	2,280.00	2,280.00	1,450.92	36 %
115 OFFICE/CLERICAL SALARY	0.00	140.73	410.00	410.00	269.27	34 %
250 WORKERS' COMPENSATION	0.00	4.84	75.00	75.00	70.16	6 %
260 HEALTH INS	0.00	94.22	300.00	300.00	205.78	31 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,068.87</b>	<b>3,065.00</b>	<b>3,065.00</b>	<b>1,996.13</b>	<b>34 %</b>
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	0.00	1,207.50	3,150.00	3,150.00	1,942.50	38 %
115 OFFICE/CLERICAL SALARY	0.00	204.58	700.00	700.00	495.42	29 %
250 WORKERS' COMPENSATION	0.00	7.05	75.00	75.00	67.95	9 %
260 HEALTH INS	0.00	26.58	500.00	500.00	473.42	5 %
<b>Function Total:</b>	<b>0.00</b>	<b>1,445.71</b>	<b>4,425.00</b>	<b>4,425.00</b>	<b>2,979.29</b>	<b>32 %</b>
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	5.53	24.33	60.00	60.00	35.67	40 %
411 NATURAL GAS	32.31	79.41	60.00	60.00	-19.41	132 %
412 ELECTRICITY	31.73	148.82	600.00	600.00	451.18	24 %
421 WATER TESTS	2.56	55.36	60.00	60.00	4.64	92 %
431 DISPOSAL SERVICE	0.00	24.53	150.00	150.00	125.47	16 %
433 CUSTODIAL SERVICES	60.48	357.12	750.00	750.00	392.88	47 %
520 INSURANCE	0.00	769.70	770.00	770.00	0.30	99 %
<b>Function Total:</b>	<b>132.61</b>	<b>1,459.27</b>	<b>2,450.00</b>	<b>2,450.00</b>	<b>990.73</b>	<b>59 %</b>
<b>Program Total:</b>	<b>724.45</b>	<b>8,775.39</b>	<b>25,578.00</b>	<b>25,578.00</b>	<b>16,802.61</b>	<b>34 %</b>
<b>Program Group Total:</b>	<b>724.45</b>	<b>8,775.39</b>	<b>25,578.00</b>	<b>25,578.00</b>	<b>16,802.61</b>	<b>34 %</b>
<b>Org Total:</b>	<b>724.45</b>	<b>8,775.39</b>	<b>25,578.00</b>	<b>25,578.00</b>	<b>16,802.61</b>	<b>34 %</b>
<b>Fund Total:</b>	<b>724.45</b>	<b>8,775.39</b>	<b>25,578.00</b>	<b>25,578.00</b>	<b>16,802.61</b>	<b>34 %</b>

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	2,320.00	2,500.00	2,500.00	180.00	92 %
682 SUPPLIES- TECHNOLOGY	0.00	925.83	954.00	954.00	28.17	97 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>3,245.83</b>	<b>4,954.00</b>	<b>4,954.00</b>	<b>1,708.17</b>	<b>65 %</b>
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	59.92	705.76	1,600.00	1,600.00	894.24	44 %
<b>Function Total:</b>	<b>59.92</b>	<b>705.76</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>894.24</b>	<b>44 %</b>
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	0.00	3,451.70	13,807.00	13,807.00	10,355.30	25 %
250 WORKERS' COMPENSATION	0.00	17.63	66.00	66.00	48.37	26 %
260 HEALTH INS	0.00	355.38	1,425.00	1,425.00	1,069.62	24 %
<b>Function Total:</b>	<b>0.00</b>	<b>3,824.71</b>	<b>15,298.00</b>	<b>15,298.00</b>	<b>11,473.29</b>	<b>25 %</b>
2600 OPERATIONS & MAINTENANCE						
681 MAJOR COMPUTER SOFTWARE	0.00	5,775.00	0.00	0.00	-5,775.00	*** %
780 MAJOR TECHNOLOGY HARDWARE	0.00	12,721.46	0.00	0.00	-12,721.46	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>18,496.46</b>	<b>0.00</b>	<b>0.00</b>	<b>-18,496.46</b>	<b>*** %</b>
<b>Program Total:</b>	<b>59.92</b>	<b>26,272.76</b>	<b>21,852.00</b>	<b>21,852.00</b>	<b>-4,420.76</b>	<b>120 %</b>
<b>Program Group Total:</b>	<b>59.92</b>	<b>26,272.76</b>	<b>21,852.00</b>	<b>21,852.00</b>	<b>-4,420.76</b>	<b>120 %</b>
<b>Org Total:</b>	<b>59.92</b>	<b>26,272.76</b>	<b>21,852.00</b>	<b>21,852.00</b>	<b>-4,420.76</b>	<b>120 %</b>
<b>Fund Total:</b>	<b>59.92</b>	<b>26,272.76</b>	<b>21,852.00</b>	<b>21,852.00</b>	<b>-4,420.76</b>	<b>120 %</b>

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129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
610 SUPPLIES	0.00	0.00	216.00	216.00	216.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5,216.00</b>	<b>5,216.00</b>	<b>5,216.00</b>	<b>0 %</b>
2300 GENERAL ADMINISTRATION						
680 COMPUTER SOFTWARE	3,094.99	3,094.99	0.00	0.00	-3,094.99	*** %
<b>Function Total:</b>	<b>3,094.99</b>	<b>3,094.99</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,094.99</b>	<b>*** %</b>
2400 SCHOOL ADMINISTRATION						
680 COMPUTER SOFTWARE	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
<b>Function Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0 %</b>
<b>Program Total:</b>	<b>3,094.99</b>	<b>3,094.99</b>	<b>11,216.00</b>	<b>11,216.00</b>	<b>8,121.01</b>	<b>27 %</b>
<b>Program Group Total:</b>	<b>3,094.99</b>	<b>3,094.99</b>	<b>11,216.00</b>	<b>11,216.00</b>	<b>8,121.01</b>	<b>27 %</b>
<b>Org Total:</b>	<b>3,094.99</b>	<b>3,094.99</b>	<b>11,216.00</b>	<b>11,216.00</b>	<b>8,121.01</b>	<b>27 %</b>
<b>Fund Total:</b>	<b>3,094.99</b>	<b>3,094.99</b>	<b>11,216.00</b>	<b>11,216.00</b>	<b>8,121.01</b>	<b>27 %</b>



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150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
840 PRINCIPAL ON DEBT	0.00	0.00	111,260.00	111,260.00	111,260.00	0 %
850 INTEREST ON DEBT	0.00	0.00	8,000.00	8,000.00	8,000.00	0 %
860 AGENT FEES/ISSUANCE COSTS	0.00	350.00	500.00	500.00	150.00	70 %
<b>Function Total:</b>	<b>0.00</b>	<b>350.00</b>	<b>119,760.00</b>	<b>119,760.00</b>	<b>119,410.00</b>	<b>0 %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>350.00</b>	<b>119,760.00</b>	<b>119,760.00</b>	<b>119,410.00</b>	<b>0 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>350.00</b>	<b>119,760.00</b>	<b>119,760.00</b>	<b>119,410.00</b>	<b>0 %</b>
<b>Org Total:</b>		<b>350.00</b>	<b>119,760.00</b>	<b>119,760.00</b>	<b>119,410.00</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>0.00</b>	<b>350.00</b>	<b>119,760.00</b>	<b>119,760.00</b>	<b>119,410.00</b>	<b>0 %</b>

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	8,924.00	8,924.00	8,924.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	92,000.00	92,000.00	92,000.00	0 %
440-612 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- VOTED LEVY	0.00	73,963.73	0.00	0.00	-73,963.73	*** %
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	5,216.24	0.00	0.00	-5,216.24	*** %
610-612 SUPPLIES BUILDING RESERVE- VOTED LEVY	0.00	448.18	0.00	0.00	-448.18	*** %
660 MINOR EQUIPMENT	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	75,000.00	75,000.00	75,000.00	0 %
810 DUES AND FEES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810-612 DUES AND FEES BUILDING RESERVE- VOTED LEVY	0.00	945.00	0.00	0.00	-945.00	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>80,573.15</b>	<b>201,924.00</b>	<b>201,924.00</b>	<b>121,350.85</b>	<b>39 %</b>
2620 OPERATION OF BUILDING SERVICES						
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	2,962.00	0.00	0.00	-2,962.00	*** %
460 MINOR CONSTRUCTION	0.00	2,032.80	0.00	0.00	-2,032.80	*** %
460-612 MINOR CONSTRUCTION BUILDING RESERVE- VOTED LEVY	0.00	2,032.80	0.00	0.00	-2,032.80	*** %
610-613 SUPPLIES BUILDING RESERVE- PERMISSIVE LEVY	0.00	1,037.00	0.00	0.00	-1,037.00	*** %
<b>Function Total:</b>	<b>0.00</b>	<b>8,064.60</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,064.60</b>	<b>*** %</b>
<b>Program Total:</b>	<b>0.00</b>	<b>88,637.75</b>	<b>201,924.00</b>	<b>201,924.00</b>	<b>113,286.25</b>	<b>43 %</b>
<b>Program Group Total:</b>	<b>0.00</b>	<b>88,637.75</b>	<b>201,924.00</b>	<b>201,924.00</b>	<b>113,286.25</b>	<b>43 %</b>
<b>Org Total:</b>		<b>88,637.75</b>	<b>201,924.00</b>	<b>201,924.00</b>	<b>113,286.25</b>	<b>43 %</b>
<b>Fund Total:</b>	<b>0.00</b>	<b>88,637.75</b>	<b>201,924.00</b>	<b>201,924.00</b>	<b>113,286.25</b>	<b>43 %</b>
<b>Grand Total:</b>	<b>17,743.15</b>	<b>723,326.17</b>	<b>2,101,828.00</b>	<b>2,101,828.00</b>	<b>1,378,501.83</b>	<b>34 %</b>

# 2019-2020 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2019	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2019	\$7,749.12	\$0.00	\$0.00	\$7,749.12	\$0.00	\$7,749.12	\$0.00	\$7,749.12
Class of 2020	\$2,640.08	\$0.00	\$0.00	\$2,640.08	\$0.00	\$2,640.08	\$0.00	\$2,640.08
Class of 2021	\$1,032.71	\$0.00	\$0.00	\$1,032.71	\$0.00	\$1,032.71	\$0.00	\$1,032.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>

Balance as of:

**July 31, 2019**

DISTRICT CLERK

CARRIE FISHER

# 2019-2020 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2019	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2019	\$7,749.12	\$0.00	\$0.00	\$7,749.12	\$0.00	\$7,749.12	\$0.00	\$7,749.12
Class of 2020	\$2,640.08	\$0.00	\$0.00	\$2,640.08	\$0.00	\$2,640.08	\$0.00	\$2,640.08
Class of 2021	\$1,032.71	\$0.00	\$0.00	\$1,032.71	\$0.00	\$1,032.71	\$0.00	\$1,032.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>

Balance as of:

**August 31, 2019**

DISTRICT CLERK

CARRIE FISHER

# 2019-2020 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2019	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2019	\$7,749.12	\$0.00	\$0.00	\$7,749.12	\$0.00	\$7,749.12	\$0.00	\$7,749.12
Class of 2020	\$2,640.08	\$0.00	\$0.00	\$2,640.08	\$0.00	\$2,640.08	\$0.00	\$2,640.08
Class of 2021	\$1,032.71	\$0.00	\$0.00	\$1,032.71	\$0.00	\$1,032.71	\$0.00	\$1,032.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>

Balance as of:

**September 30, 2019**

DISTRICT CLERK

CARRIE FISHER

# 2019-2020 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2019	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2019	\$7,749.12	\$0.00	\$0.00	\$7,749.12	\$0.00	\$7,749.12	\$0.00	\$7,749.12
Class of 2020	\$2,640.08	\$0.00	\$0.00	\$2,640.08	\$0.00	\$2,640.08	\$0.00	\$2,640.08
Class of 2021	\$1,032.71	\$0.00	\$0.00	\$1,032.71	\$0.00	\$1,032.71	\$0.00	\$1,032.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<b>\$11,739.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,739.45</b>	<b>\$0.00</b>	<b>\$11,739.45</b>	<b>\$0.00</b>	<b>\$11,739.45</b>

Balance as of:

**October 31, 2019**

DISTRICT CLERK

CARRIE FISHER

# 2019-2020 Extra-Curricular Recap & Reconciliation

	Balance July 1, 2019	Revenues	Expenditures	Balance Before Transfers	Transfers In(Out)	Current Cash Balance	Non-Cash Balance	Total Account Balance
Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class of 2019	\$7,749.12	\$0.00	\$0.00	\$7,749.12	\$0.00	\$7,749.12	\$0.00	\$7,749.12
Class of 2020	\$2,640.08	\$0.00	\$0.00	\$2,640.08	\$0.00	\$2,640.08	\$0.00	\$2,640.08
Class of 2021	\$1,032.71	\$0.00	\$0.00	\$1,032.71	\$0.00	\$1,032.71	\$0.00	\$1,032.71
Class of 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Council	\$317.54	\$0.00	\$0.00	\$317.54	\$0.00	\$317.54	\$0.00	\$317.54
	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>	<u>\$0.00</u>	<u>\$11,739.45</u>

Balance as of:

**November 29, 2019**

DISTRICT CLERK

CARRIE FISHER

**December/January - as of December 9, 2019**  
**Certified/Classified Substitute Recommendations:**

---

**Bus Driver**

Maxine Daniel

**Kitchen/Food Service**

Connie Evenson

**Teachers/Aides/Other**

Mark Aamot

Nickole Achziger

Katlina Afton

Dayna Bergin

April Bettilyon

Cynthia Corliss

Connie Evenson

Jason Fischer

Kevin Germann

Jennifer Gilbert

Mary Jo Haberman

Audra Harvey

Amanda Herrera

Wendy Hourigan

Skyla Jenkins

Cheryl Juergens

Kris Keller

Spencer Kirkemo

Kacee Krob

Rebecca Lieurance

Heidi Maus

Hannah Mayer

Darcy Nordhagen

Brad Parsch

Teresa Ann Quatraro

Tonya Scott

Karen Seevers

Mariela Spinner

Nicorie Stenpfad

Leigh Strohn

Barry Sulam

Debra Tysse

**Office/Clerical**

Connie Evenson

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



## Request to Discard Documents (per Retention Schedule No. 7):

2005-2006

- STUDENT ROSTERS
- GGS FAMILY INFORMATION: ADDRESSES

2004

- RENTED PO BOXES GALLATIN GATEWAY (RESTRICTED INFO FROM USPS)

2004; 2005

- ANNUAL IMMUNIZATION STATUS REPORT

2010

- REGISTERED VOTER LIST

2008-9; 2009-10; 2010-11; 2011-12; 2012-13

- ERATE

2010-2011

- STUDENT MEDICAL FORMS

2008

- SCHOOL ELECTION CALENDAR

2009 (MAY ELECTION)

- RESULTS OF MAY 2009 ELECTION
- PETITION FOR NOMINATION SCHOOL BOARD TRUSTEES
- OATH OF CANDIDACY
- AFFIDAVIT OF POSTING OF ELECTION
- ANNUAL ELECTION MEETING

2010 FIELD TRIP PERMISSION SLIPS

- 9/24/10
- 11/16/10
- 10/29/10

2010 STUDENT RELEASE LIABILITY RELEASE FORMS

2012-2013 W-4 FORMS

- Daniels
- Wine
- Houser
- Walker
- Cleary
- Davis, S
- Jensen
- Larson
- Tousignant
- Robinson
- Thompson

- Running

2002: FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

2004-2006: PIR DAYS

2005 W-4 FORMS

2010-11: DAILY COOK'S REPORTS

2009-2012: E RATE TECHNOLOGY PLAN

2015: FIELD TRIP PERMISSION SLIPS

2014: EOY FEE STATEMENTS

2014: BUS DRIVER CERTIFICATE LIST (RETIRED DRIVER)

2012-2013: DRUG AND ALCOHOL TESTING RECORDS

2006: TR-1

2008-9: TR-5

2000: DEBT SERVICES SCHEDULE

2009: BUS DRIVER CERTIFICATE LIST

2001-2009: OUT OF DISTRICT APPLICATIONS

2006; 2010: STUDENT COUNCIL STUDENT ACTIVITY ACCOUNT

2007: TITLE 1 FUNDING

2008: TITLE 1 FUNDING

EMPLOYEE APPLICATIONS:

2012-2013

2013-14

CERTIFIED TEACHER 2014

SUMMER 2011

ADMINISTRATOR APPLICATIONS SUMMER 2015

APPLICATIONS SUMMER 2011

2015-2016 CLASSROOM AIDE

ASSISTANT COOK APPLICATIONS SEPT 2016

ASSISTANT COOK APPLICATIONS 2014

APPLICATIONS 2009-2010

2015-16 COUNSELOR APPLICATIONS

2011-12 LIBRARIAN APPLICATIONS

2014-15 APPLICATIONS FOR OFFICE/SECRETARY

2014-2015 APPLICATIONS

2011-12 PARAPROFESSIONAL APPLICATIONS

2012-2013 APPLICATIONS-COACHES

AUGUST 2015 TEACHER APPLICATIONS—NOT HIRED

JULY 2015 ADMINISTRATIVE SECRETARY APPLICATIONS

JUNE 2016 CERTIFIED TEACHER 0.84 FTE; 1.0 MS TEACHER

2008-9:

OUT OF DISTRICT STUDENTS

STUDENT ACTIVITY ACCOUNT

STUDENT TRANSPORTATION CONTRACTS

PAYROLL

DEPOSITS

INVOICES

RECEIPT BOOKS: 6/2008-6/2009

STUDENT ACTIVITIES RECEIPT BOOK 12/2006-6/2009

2007 PAYROLL, INVOICES, WARRANTS, DEPOSITS

2013 FIELD TRIP PERMISSION REQUESTS

2003; 2004 AMBER GRANT

2005 ERATE

2006 KALTEN GRANT

DRAWER ONE (VAULT)

10-26-10 TO 2-10-11 RECEIPT BOOK

2010-2011 STUDENT ACTIVITY ACCOUNT

2010-2011 ATTENDANCE REPORTS

2009 PRE-TRIP INSPECTION REPORTS

2010 FIELD TRIP PERMISSION SLIPS

JUNE 2009 CLASSIFIED TIME SHEET

CLASS RECORDS: (10) 2010-2011; 2007-8; (16) 2009-10

DRAWER TWO (VAULT)

2005 TR-5 SHEETS

STUDENT ACTIVITIES RECEIPT BOOK 6.30.2009-10.28.11

2010-2011

PAYROLL

WARRANTS

OUT OF DISTRICT STUDENTS

INVOICES

CLAIMS

2011 EMPLOYEE VACATION AND SICK LEAVE

2009 ATHLETIC HANDBOOK

2010 AUTO INSURANCE REQUEST FORM

2010 MOTOR VEHICLE DIVISION—VOLUNTEER DRIVERS

BOX ONE:

FY 2009

INVOICES, WARRANTS, PAYROLL; DEPOSITS

RECEIPT BOOKS: 06.05.09 TO 09.09.09; 09.10.09 TO 11-20.09; 11.23.09 TO 02.08.10

CLASS RECORD: 2009-10

INTERNET USAGE AGREEMENTS

BOX TWO:

RECEIPT BOOKS: 05.04.10 TO 07.14.10; 02.08.10 TO 05.03.10; 07.03.10 TO 10.26.10

FY 2010

INVOICES

FREE AND REDUCED APPLICATIONS

COOK'S REPORT

BOX 3:

FY 2008

INVOICES, WARRANTS, PARENT SURVEY, PAYROLL, DEPOSITS, CLAIMS, CERTIFIED ANNUAL AND PROFESSIONAL LEAVE RECORD

BOX 4:

FY 06

WARRANTS, CLAIMS, PAYROLL, INVOICES

BUS REGISTRATION

ALLEGIANCE FLEX

STUDENT ACTIVITIES ACCOUNT

REQUESTS FOR BUS USE

BOX 5

FY 09

VOLUNTEER DRIVERS

STUDENT ACTIVITIES

OUT OF DISTRICT STUDENT APPLICATIONS

FOOD SERVICE INFORMATION: FREE AND REDUCED APPLICATIONS, VERIFICATION  
PROCESS, MONTHLY CLAIM DOCUMENTATION

TRS, PERS

HEALTH CARE PLANS

08-09 CLASS RECORD

ALLEGIANCE, TRAVELER'S, FARM BUREAU

EMPLOYEE'S REQUEST FOR APPROVAL TO LEAVE

2013 TRANSPORTATION FORMS: TR1, TR4, TR5, TR6

2012 TRANSPORTATION FORMS: TR1, TR4, TR5, TR6

2010 NW ENERGY REBATE LETTER

FOOD SERVICE

BOX SIX

FY 2009: INVOICES

BOX SEVEN

FY 2006: TRANSPORTATION CONTRACTS, SURVEY, INTERNET USE AGREEMENT

2006 FIELD TRIP PERMISSION SLIPS

FY 06: FOOD SERVICE INFORMATION: FREE AND REDUCED APPLICATIONS, VERIFICATION  
PROCESS, MONTHLY CLAIM DOCUMENTATION

RECEIPT BOOKS: 06.05.07 TO 08.30.07; 08.30.07 TO 11.01.07; 11.05.07 TO 01.14.07; 01.14.08 TO 04.07.08;  
04.09.08 TO 06.02.08

2008 CLASS RECORD

VOLUNTEER DRIVER RECORDS

2005-2006 ENROLLMENT REPORT

**BOX EIGHT**

**RECEIPT BOOKS: 10.12.06 TO 12.11.06; 12.12.06 TO 02.19.07; 05.31.06 TO 08.29.06; 08.28.06 TO 10.11.06;  
04.16.07 TO 06.05.07; 02.21.07 TO 04.16.07**

**FY 07:**

**INVOICES, WARRANTS, STUDENT ACTIVITY, PAYROLL**

**FOOD SERVICE INFORMATION: FREE AND REDUCED APPLICATIONS, VERIFICATION  
PROCESS, MONTHLY CLAIM DOCUMENTATION**

**ENROLLMENT REPORT**

**ANNUAL IMMUNIZATION REPORT**

**EMPLOYEE LEAVE REQUESTS**

**Election Documents:**

LIST AS OF 12/4/2019

MAY 8, 2012 ELECTION TALLY SHEETS

2012 SCHOOL ELECTIONS CALENDAR

2012 BLANK VOTER REGISTRATION APPLICATION

2012 ELECTION JUDGE REFERENCE GUIDES

2012 APPLICATIONS FOR ABSENTEE BALLOTS

2012 BLANK POLL BOOK

2012 "RETURN TO SENDER" SEALED ENVELOPES CONTAINING ELECTION INFORMATION

2012 REGISTERED VOTERS REPORT

**MAY 8, 2012—7 LARGE MANILA ENVELOPES**

1. (ENVELOPE #1)
  - a. POLL BOOK
  - b. SIGNED ABSENTEE VOTER ENVELOPES
  - c. LIST OF PERSONS CHALLENGED
2. (ENVELOPE #2) UNUSED BALLOTS WITH NUMBERED STUBS ATTACHED
3. (ENVELOPE #3) ALL VOTED BALLOTS INCLUDING THOSE COUNTED OR ALLOWED
4. (ENVELOPE #5) SPOILED BALLOTS/VOIDED BALLOTS
5. (ENVELOPE #6) ALL DETACHED STUBS

**MAY 2011 ELECTIONS—9 LARGE MANILA ENVELOPES**

1. (ENVELOPE #2) UNUSED BALLOTS WITH NUMBERED STUBS ATTACHED

2. (ENVELOPE #3) ALL VOTED BALLOTS INCLUDING THOSE COUNTED OR ALLOWED
3. (ENVELOPE #4)
  - a. ELECTION TALLY SHEETS
  - b. TIME SHEETS
  - c. EMPLOYMENT INFO
  - d. VOTER REGISTRATION CARDS
  - e. ALL VOTED BOZEMAN HIGH SCHOOL BALLOTS
4. (ENVELOPE #5) SPOILED BALLOTS/VOIDED BALLOTS
5. (ENVELOPE #6) ALL DETACHED STUBS
6. ELECTION RESULTS
7. REGISTERED VOTER LIST
8. OFFICIAL REGISTER LIST
9. BLANK ABSENTEE BALLOTS
10. PROVISIONAL BALLOT

**MAY 2010 ELECTIONS—6 LARGE MANILA ENVELOPES**

1. (ENVELOPE #1)
  - a. POLL BOOK
  - b. SIGNED ABSENTEE VOTER ENVELOPES
  - c. LIST OF PERSONS CHALLENGED
2. (ENVELOPE #2)
  - a. ELECTION TALLY SHEETS
  - b. TIME SHEETS
  - c. EMPLOYMENT INFO
  - d. VOTER REGISTRATION CARDS
3. (ENVELOPE #3) ALL VOTED BALLOTS INCLUDING THOSE COUNTED OR ALLOWED
4. (ENVELOPE #6) ALL DETACHED STUBS
5. (ENVELOPE #8) UNUSED BALLOTS W/ NUMBERED STUBS ATTACHED

**MAY 6, 2008-1 LARGE MANILA ENVELOPE OF DETACHED STUBS**

**MAY 2003 ELECTION BOOK (CONTAINING)**

- OPI ELECTION HANDBOOK
- ELECTION RESOLUTION
- NOTICE OF ELECTION
- TRUSTEE CANDIDATES
- ABSENTEE BALLOTS
- CERTIFICATE OF ELECTION

- ELECTION DAY CHECKLISTS
- BALLOT INFORMATION
- OATH OF JUDGES
- JUDGE TRAINING
- JUDGE REFERENCE MATERIALS
- JUDGE NOTIFICATION
- ELECTION PUBLISHED NEWS

**MAY 2004** ELECTION BOOK (CONTENTS AS ABOVE)

**MAY 2006** ELECTION BOOK (CONTENTS AS ABOVE)

**MAY 2010** ELECTION BOOK (CONTENTS AS ABOVE)

**1996** ELECTION BOOK (CONTENTS AS ABOVE)

**1997** ELECTION BOOK (CONTENTS AS ABOVE)

**2002** ELECTION BOOK (CONTENTS AS ABOVE)

**2001** ELECTION BOOK (CONTENTS AS ABOVE)

**2000** ELECTION BOOK (CONTENTS AS ABOVE)

**1999** ELECTION BOOK (CONTENTS AS ABOVE)

**1998** ELECTION BOOK (CONTENTS AS ABOVE)

**2007** ELECTION BOOK (CONTENTS AS ABOVE)

**2013** ELECTION BOOK (CONTENTS AS ABOVE)

**2005** ELECTION BOOK (CONTENTS AS ABOVE)

**2008** ELECTION BOOK (CONTENTS AS ABOVE)



# TEAR IT UP LLC

P.O. Box 40  
Three Forks, MT 59752  
Tax ID# 45-0471030

Phone: (406) 581-9612  
Email: tony@tearitup.biz

Date 12/19/19 Invoice # B - **42811**

Client Name Gallatin Gateway School

Address \_\_\_\_\_

City Gallatin Gateway State MT Zip \_\_\_\_\_

Phone \_\_\_\_\_

Billing Company \_\_\_\_\_

Date of Destruction 12/19/19

Time In \_\_\_\_\_

Time Out \_\_\_\_\_

Service Charge: \$ 20<sup>-</sup>

Pounds Accepted: 812

Pounds Destroyed: 812

Price Per Pound: \$ .22

**PLEASE PAY FROM THIS INVOICE  
NO STATEMENT WILL BE SENT**

### PRINTED MEDIA

**TOTAL FEES: \$ 198.64**

[Signature]  
Authorized Client Signature

12/19/19  
Date

[Signature]  
Authorized Representative Signature

12/19/19  
Date

Bills are due upon receipt and payable within 10 business days. Any invoices 30 days outstanding will be subject to a 1.5% late fee per month on the amount due.



December 18, 2019

# SUPERINTENDENT REPORT

Theresa Keel

## Supt. Happenings

- Attended Foundation Bingo Night
- Attended Foundation Meeting
- Attended MASS Supt Meeting
- Held Supt Discuss and Cuss
- Held 2 Formal Teacher Evaluations
- Attended Sportsman Banquet Planning Sessions
- Attended Whole Child Committee Meeting

## Strategic Goals

### Individual Student Success

- Continuing Book Study on Differentiated Instruction
- Faculty PLC Wed. Dec 4, 11, and 19 — ACE Curriculum Development/Alignment
- RtI Meetings with Parents Continue, 6 SpEd evaluation recommendations
- Gifted/Talented call for nominations to be due Dec. 20
- Interim Assessment results attached
- Registrar and Counselor continuing Gallatin High School enrollment process for 8th graders
- 5th Grade Bronze Museum was a great success!
- Held Popcorn Dance Party for students with perfect attendance
- Students competed in Science Olympiad
- Met with Michelle Hallberg in regard to Psych Services for Special Education students and Evaluations

- Working with SSOM (formerly SWMS) to provide reading professional development for 6-8
- Received new Math and Lucy Caulkins materials and beginning to implement

### Staff and Volunteers

- Bozeman Art Museum continues weekly instruction.
- Attended Teach Montana Job Fair to begin recruiting season
- Went to Dinner with Brian Ely, Liz Matthews and Mike Coon — informal meeting

### Facilities

- Facilities walk-through with Elite Commercial Cleaners — clarification of expectations of contract
- MASS Supt meeting — McKinstry presented on Design-Build Advantages
- MELR 8000 School Construction — Attached

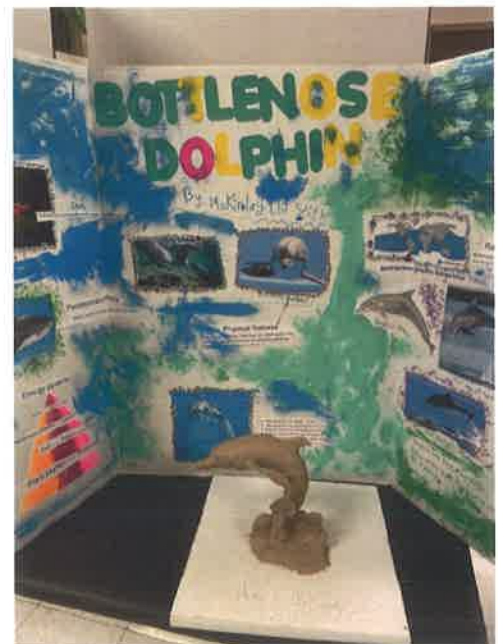
### Leadership, Communication, Collaboration

- Began 12 Days of Giving for Faculty and Staff
- Held Staff Christmas Party — Fa La La Fiesta
- Sent/Sending Christmas cards to all families, vendors and others who contribute to our school

*"What we do produces change; what we do that is successful produces positive change."*

*-William Glasser, MD,*

*Schools Without Failure*



Bronze Museum in 5th Grade!



# SUPERINTENDENT REPORT

Theresa Keel

## Supt. Happenings

- 7 Rtl parent meetings, 2 IEP meetings, 3 general parent meetings
- Attended BBB and Cheer Parent Meeting

## Strategic Goals

### *Leadership, Communication, and Collaboration (cont)*

- Met with Donna Shockley about writing a grant for Later Gators in conjunction with Library
- December Supt. Discuss and Cuss — conversation about grades

## Safety

- Fire Department building Walk-through, change over of information in fire box and ensuring new Department members are familiar with building
- Fire Marshall Inspection — report attached
- Safety Committee met on 12/16



Pixie, our Elf on a Shelf, is up to her shenanigans!

*"The more frequently teachers reflect on, evaluate, and work to expand and develop their teaching skills, the more improvement they can expect to see in their practice and in the learning success of their students."*

*-John R. Wink,  
A Leader's Guide to Excellence in  
Every Classroom*



Representing at Teach Montana!

## Enrollment Summary

<b>Grade</b>	<b>Total</b>	<b>Boys</b>	<b>Girls</b>	<b>OD</b>
<b>K</b>	15	8	7	5
<b>1</b>	13	7	6	5
<b>2</b>	17	10	7	6
<b>3</b>	18	9	9	4
<b>4</b>	16	10	6	2
<b>5</b>	20	11	9	7
<b>6</b>	19	9	10	4
<b>7</b>	27	13	14	7
<b>8</b>	23	11	12	6
<b>Total:</b>	<b>168</b>	<b>88</b>	<b>80</b>	<b>46</b>

Enrollment as

*12/13/2019*

## Science Olympiad

The 35th Montana Science Olympiad competition was held at Montana State University on November 26.

The Gallatin Gateway Students tied for an overall 14th place finish out of 65 teams.

Leading the team was Syd and Caleb in 4th place with their Mission Possible Event. Rounding out the top 10 team places were Gus Adamek and Syd Hilliard in 9th for Circuit Lab and Navessa Steed in 10th place with her Mousetrap Vehicle.

Here are the following overall results:

13 Place Finish for both Kaycee Taylor and Audrey Kimmel in Food Science and Josie Stuart and Erica Hastings in Crime Busters

16 Place for Navessa Steed and Erica Hastings in the Heredity Test

17 Place for Caitlyn Richardson and Josie Stuart in Water Quality

18 Place for Kaycee Taylor and Audrey Kimmel in Write It Do IT

24th Place for Shad Steed and Truman Campbell in Boomilever

27th Place Caleb Slayton and Carson Berezay in Fossils

29th place for Jarin Bockness and Asher Gray in Meteorology

32nd Place for Truman Campbell and Shad Steed in Reach for the Stars

35th Place for Caitlyn Richardson and Cecilia Berezay in Disease Detectives

38th Place for Gus Adamek, Asher Gray, and Jarin Bockness in Experimental Design

Great Job Gators!

**STATE OF MONTANA DEPARTMENT OF JUSTICE FIRE PREVENTION AND INVESTIGATION SECTION**

Insp #:	PC1912004	Date:	12/4/19	Occ Type:	Educational	Occ Load:	Click here to enter text.	County:	Gallatin
Occupancy Name:	Gallatin Gateway School		Address:	100 Mill ST, Gallatin Gateway			Phone:	406-763-4415	
Responsible Party:	Therwsa Keel		Address:	keel@gallatingatewayschool.com			Phone:	Click here to enter text.	

**YOUR ATTENTION IS CALLED TO THE FOLLOWING VIOLATIONS OF THE 2012 INTERNATIONAL FIRE CODE  
V=VIOLATION**

V	VIOLATION	CODE #	V	VIOLATION	CODE #
	<b>ELECTRICAL</b>			<b>IX. HEAT PRODUCING DEVICES</b>	
<input type="checkbox"/>	Hazardous condition –open boxes; exposed wires	605.1	<input type="checkbox"/>	Proper clearances from combustibles/no open flame	305.1/308.1
<input checked="" type="checkbox"/>	Extension cords; power taps	605.5	<input type="checkbox"/>	Improper venting – fuel fired portable heating	603.4
<input checked="" type="checkbox"/>	Access – 30x36x78 inches of clearance	605.3	<input type="checkbox"/>	Proper installation & maintenance	603.5
	<b>II. EMERGENCY LIGHTING</b>		<input type="checkbox"/>	Equipment rooms – no storage	315.3
<input type="checkbox"/>	Required	1006.1		<b>X. HOUSEKEEPING</b>	
<input type="checkbox"/>	Emergency power, Illumination - aisles/stairs/corridors/ exit passageways	1006.3	<input type="checkbox"/>	Combustible waste, fire hazard	304.1
	<b>III. EXITING</b>		<input type="checkbox"/>	Disorderly	315.3
<input type="checkbox"/>	Insufficient exits	1021.1	<input type="checkbox"/>	Inadequate aisle way	1028.9
<input checked="" type="checkbox"/>	Obstructed – MCA 50-61-106	1030.3	<input type="checkbox"/>	Storage of rags	304.3
<input type="checkbox"/>	Escape/Rescue Windows	1029	<input type="checkbox"/>	Combustible storage 24” from ceiling/18” below sprinkler heads	315.3
<input type="checkbox"/>	Doors – swing, locks & panic hardware	1008	<input type="checkbox"/>	Storage under stairways/concealed spaces	315.3
	<b>IV. EXIT SIGNS/SIGNAGE</b>			<b>XI. INTERIOR</b>	
<input type="checkbox"/>	Exit signs required; directional signs required	1011.1	<input type="checkbox"/>	Combustible decorations/ceiling decoration, clothing & personal items in corridor, artwork < 20% of wall,	807.1 807.4
<input type="checkbox"/>	Occupant load signs posted > 50	1004.3		<b>XII. KITCHEN</b>	
<input type="checkbox"/>	No smoking signs	310.3	<input type="checkbox"/>	Lacking hood/fire suppression system	609.2/904.2
<input type="checkbox"/>	Doors remain unlocked when building is occupied	1008.1.9.3	<input type="checkbox"/>	Accumulation of grease	609.3
	<b>V. EXTERIOR</b>		<input type="checkbox"/>	Hood system not serviced	904.11
<input type="checkbox"/>	Address posted in 4 inch numbers	505.1	<input type="checkbox"/>	Manual control accessible > 10’ < 20’ from hood, near exit	904.11
<input type="checkbox"/>	Excessive trash/weeds	304.1	<input type="checkbox"/>	Type K fire extinguisher	904.11
<input type="checkbox"/>	Commercial dumpster > 5 feet from building	304.3		<b>XIII. VEHICLE FUEL DISPENSING</b>	
	<b>VI. EXTINGUISHERS</b>		<input type="checkbox"/>	Supervised/unsupervised Dispensing	2304.3
<input type="checkbox"/>	Improperly mounted	906.9	<input type="checkbox"/>	Pump signs & emergency shutdown devices	2305.6/2303.2
<input type="checkbox"/>	Obstructed/need service	906.6/906.2		<b>XIV. CHEMICAL STORAGE</b>	
<input type="checkbox"/>	None present where required	906.1	<input type="checkbox"/>	Stored properly	5003
	<b>VII. FLAMMABLE LIQUIDS</b>		<input type="checkbox"/>	MSDS Available	5003.4
<input type="checkbox"/>	Near exits	5704.3.3.3		<b>XV. GENERAL</b>	
<input type="checkbox"/>	Liquid storage cabinets > 10 gallons	5704.3.4.4	<input type="checkbox"/>	Fire drills - records	405.5
<input type="checkbox"/>	Careless use	Chapter 57	<input type="checkbox"/>	Fire doors/assemblies blocked open	703.2
	<b>VIII. FIRE PROTECTION SYSTEMS</b>		<input type="checkbox"/>	Maintenance of fire resistive construction	703.1
<input type="checkbox"/>	Maintenance; inspection/testing records	901.6	<input type="checkbox"/>	Unsecured compressed gas cylinders	5303.5
<input type="checkbox"/>	Fire extinguishing systems	903	<input type="checkbox"/>	Meter & tank protection	312/603.9
<input checked="" type="checkbox"/>	Fire alarm systems	907	<input type="checkbox"/>	Smoke detectors	907

**REMARKS:** Fire extinguisher are due for annual service in December 2019. Cannot use extension cords for permanent wiring to overhead projectors. Keep 36” clearance in front fire alarm panel and electrical panels in boiler room. Keep emergency exits clear of obstructions at all times.

You are hereby notified to remedy the conditions designated above immediately. We will re-inspect within 30 days from the date of service of this notice. You may show cause (in writing to the Fire Marshal’s Office) why you should not be required to remedy said conditions within the period allowed to do so. If at the expiration of said time, the same conditions exist and no cause for the same has been shown, further action will be taken, as the law requires.

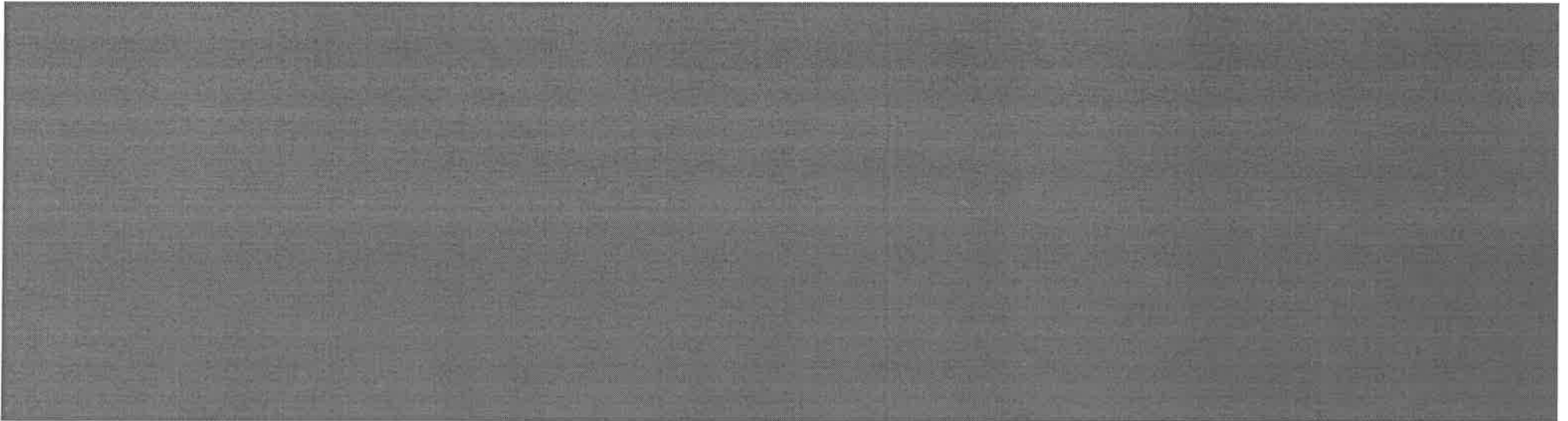
Click here to enter text.	12/4/2019		<b>APPROVED: NO VIOLATIONS NOTED</b>
Owner/Employee Print Name	Date		

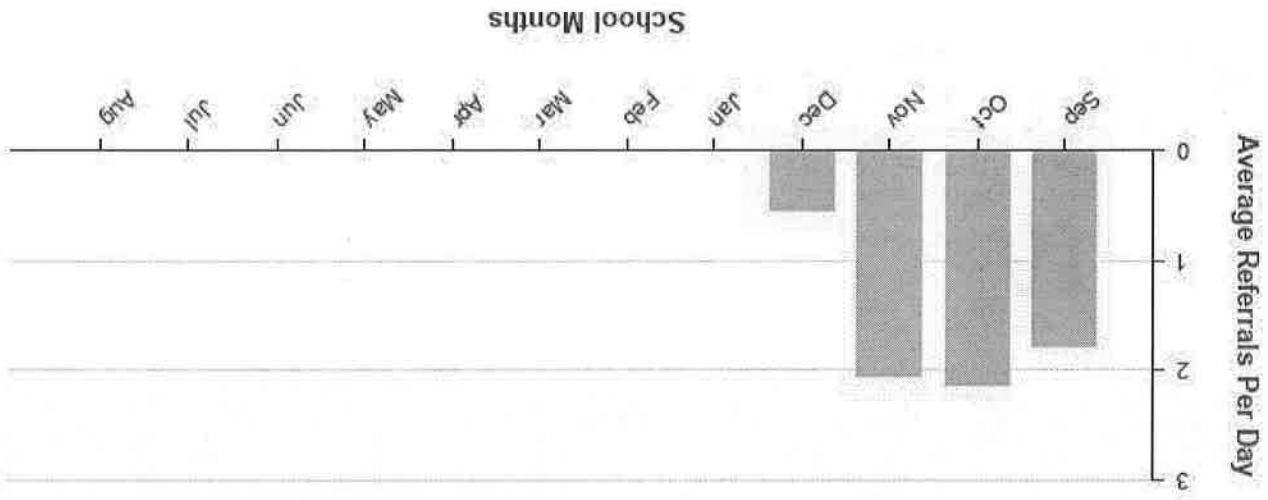
**BY ORDER OF THE STATE FIRE MARSHAL**

<b>DEPUTY STATE FIRE MARSHAL:</b>	Pat Clinch, Deputy Fire Marshal Phone: 406-444-1919
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# Discipline Referrals

As of 12/6/19





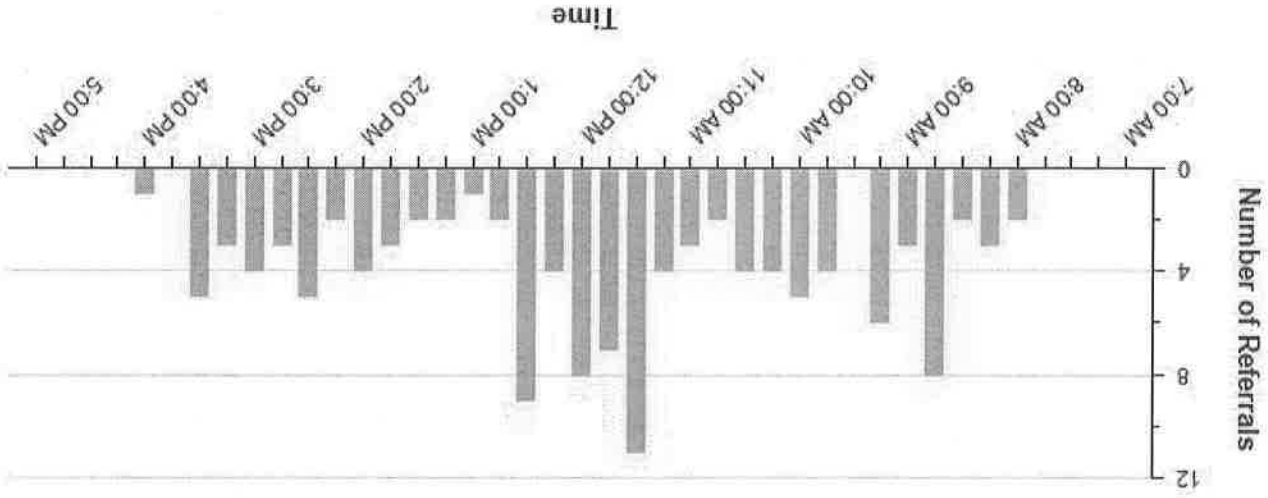
Average Referrals Per Day Per Month  
All, 2019-20





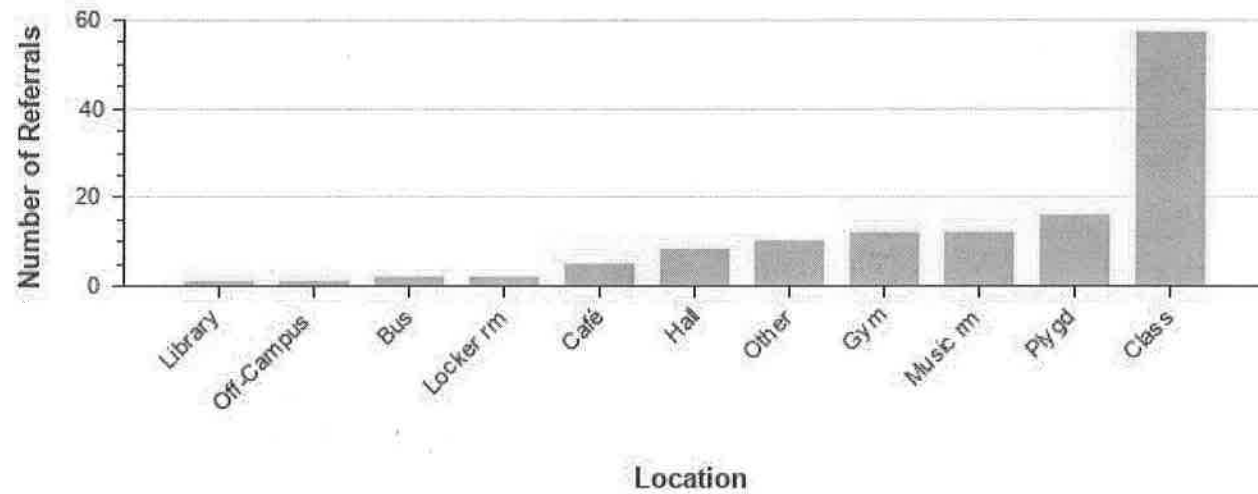
### Referrals by Time

All, Sep 1, 2019 - Aug 31, 2020



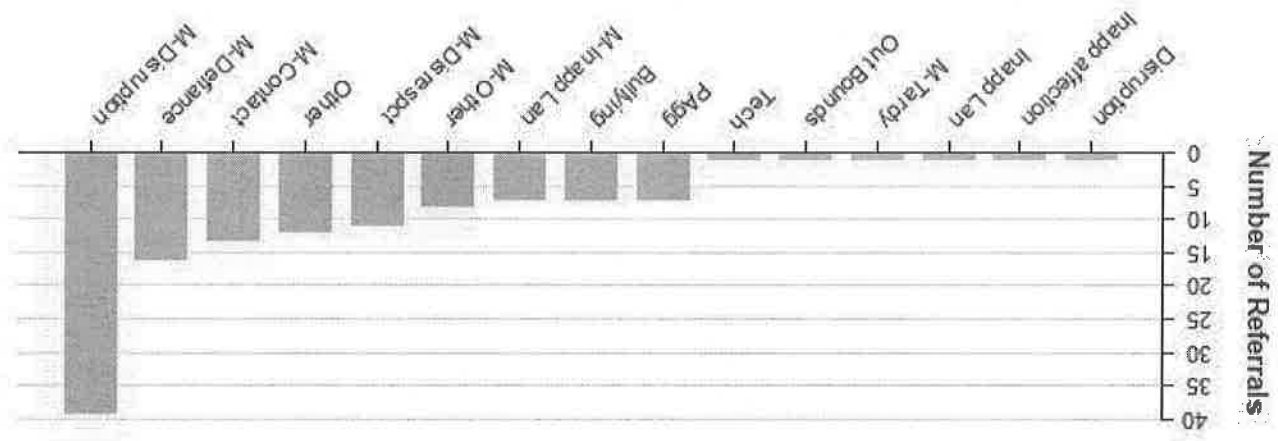
## Referrals by Location

All, Sep 1, 2019 - Aug 31, 2020



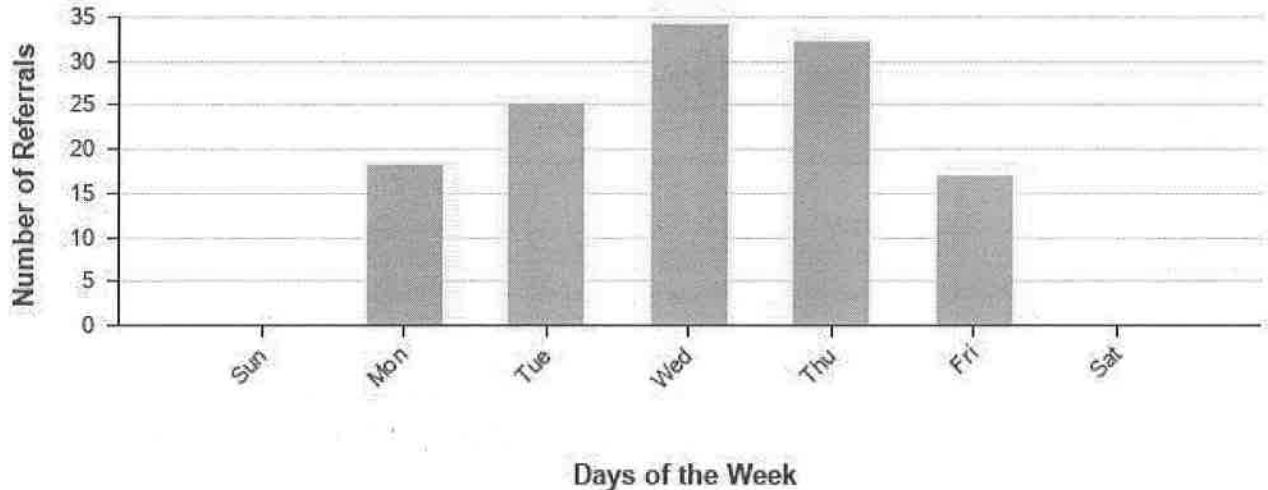
# Referrals by Problem Behavior

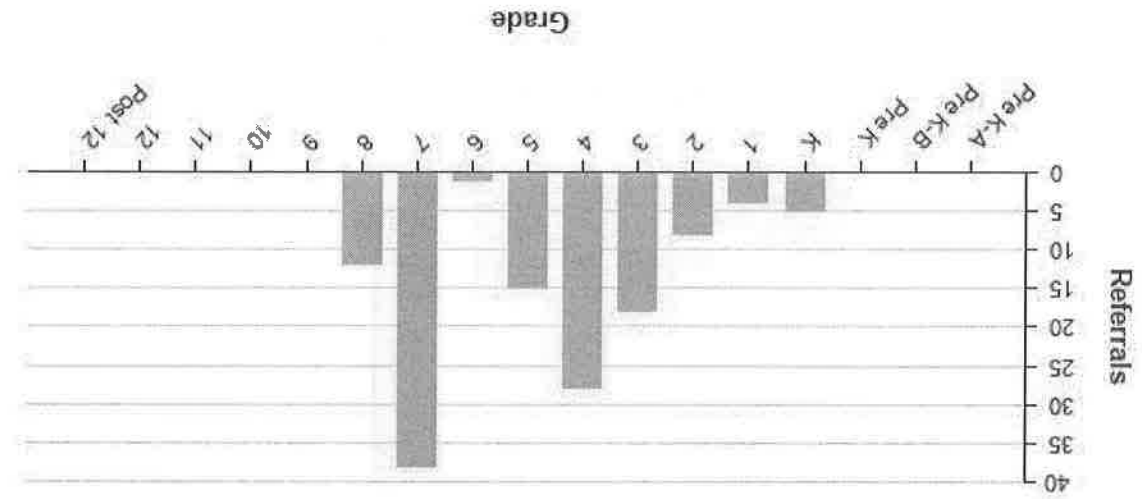
All, Sep 1, 2019 - Aug 31, 2020



### Referrals by Day Of Week

All, Sep 1, 2019 - Aug 31, 2020



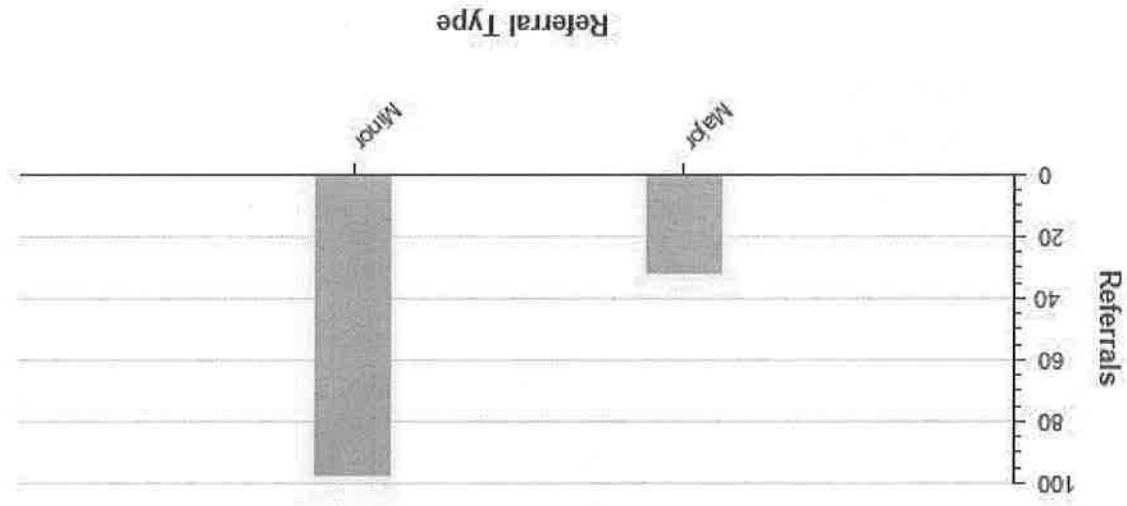


**Referrals by Grade**  
Drill Down



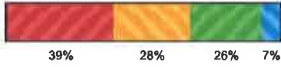


# Referrals by Referral Type



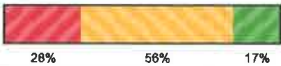
Drill Down

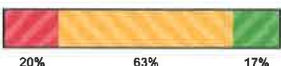

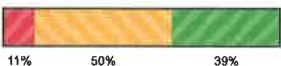





Average Score and Performance Distribution for **Grade 3 ELA - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason:** Attempt 1




School	Total		
	Student Count	Average Scale Score	Performance
State	54	2393	 39% 28% 26% 7%
District	18	2415	 39% 11% 33% 17%
Gallatin Gateway School	18	2415	 39% 11% 33% 17%

School	Writing	
	Performance	
State	 50% 41% 9%	
District	 28% 56% 17%	
Gallatin Gateway School	 28% 56% 17%	

School	Research/Inquiry	
	Performance	
State	 20% 63% 17%	
District	 11% 50% 39%	
Gallatin Gateway School	 11% 50% 39%	




School	Listening
Performance	
State	 <p>22%      65%      13%</p>
District	 <p>17%      72%      11%</p>
Gallatin Gateway School	 <p>17%      72%      11%</p>









School	Reading
Performance	
State	 <p>43%      50%      7%</p>
District	 <p>50%      33%      17%</p>
Gallatin Gateway School	 <p>50%      33%      17%</p>




Average Score and Performance Distribution for **Grade 3 Mathematics - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Achievement Level
State	30	2398	 40% 23% 37%
District	18	2398	 39% 22% 39%
Gallatin Gateway School	18	2398	 39% 22% 39%




School	Concepts and Procedures
	Claim Achievement Category
State	 60% 37% 3%
District	 61% 33% 6%
Gallatin Gateway School	 61% 33% 6%




School	Communicating Reasoning
	Claim Achievement Category
State	 30% 60% 10%
District	 39% 50% 11%
Gallatin Gateway School	 39% 50% 11%




School	Problem Solving and Modeling & Data Analysis
Claim Achievement Category	
State	 <p>13%      60%      27%</p>
District	 <p>17%      44%      39%</p>
Gallatin Gateway School	 <p>17%      44%      39%</p>




Average Score and Performance Distribution for **Grade 4 ELA - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020




Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Performance
State	144	2413	 54% 21% 17% 8%
District	17	2462	 18% 29% 41% 12%
Gallatin Gateway School	17	2462	 18% 29% 41% 12%

School	Writing	
	Performance	
State	 56% 38% 7%	
District	 41% 41% 18%	
Gallatin Gateway School	 41% 41% 18%	

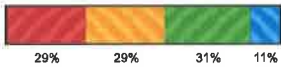

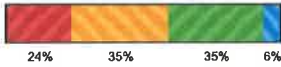
School	Research/Inquiry	
	Performance	
State	 35% 58% 6%	
District	 6% 82% 12%	
Gallatin Gateway School	 6% 82% 12%	




School	Listening
Performance	
State	 <p>31%      65%      5%</p>
District	 <p>12%      88%</p>
Gallatin Gateway School	 <p>12%      88%</p>

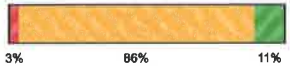
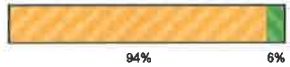
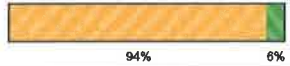
School	Reading
Performance	
State	 <p>53%      33%      14%</p>
District	 <p>18%      59%      24%</p>
Gallatin Gateway School	 <p>18%      59%      24%</p>




Average Score and Performance Distribution for **Grade 4 Mathematics - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Achievement Level
State	35	2461	 29% 29% 31% 11%
District	17	2460	 24% 35% 35% 6%
Gallatin Gateway School	17	2460	 24% 35% 35% 6%

School	Concepts and Procedures
	Claim Achievement Category
State	 51% 43% 6%
District	 47% 47% 6%
Gallatin Gateway School	 47% 47% 6%




School	Communicating Reasoning
	Claim Achievement Category
State	 3% 86% 11%
District	 94% 6%
Gallatin Gateway School	 94% 6%




School	Problem Solving and Modeling & Data Analysis			
Claim Achievement Category				
State	 <table border="1"> <tr> <td>34%</td> <td>31%</td> <td>34%</td> </tr> </table>	34%	31%	34%
34%	31%	34%		
District	 <table border="1"> <tr> <td>41%</td> <td>29%</td> <td>29%</td> </tr> </table>	41%	29%	29%
41%	29%	29%		
Gallatin Gateway School	 <table border="1"> <tr> <td>41%</td> <td>29%</td> <td>29%</td> </tr> </table>	41%	29%	29%
41%	29%	29%		









Average Score and Performance Distribution for **Grade 5 ELA - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020




Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Performance
State	70	2435	 54% 17% 19% 10%
District	20	2529	 10% 25% 35% 30%
Gallatin Gateway School	20	2529	 10% 25% 35% 30%

School	Writing		
	Performance		
State	 49% 40% 11%		
District	 15% 50% 35%		
Gallatin Gateway School	 15% 50% 35%		

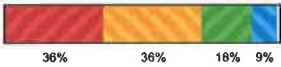
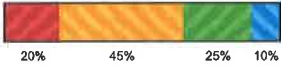
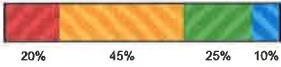
School	Research/Inquiry		
	Performance		
State	 44% 46% 10%		
District	 5% 65% 30%		
Gallatin Gateway School	 5% 65% 30%		




School	Listening
Performance	
State	 <p>44%      47%      9%</p>
District	 <p>5%      75%      20%</p>
Gallatin Gateway School	 <p>5%      75%      20%</p>

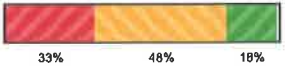
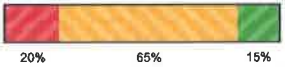
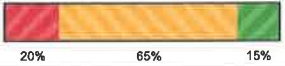
School	Reading
Performance	
State	 <p>57%      28%      14%</p>
District	 <p>25%      35%      40%</p>
Gallatin Gateway School	 <p>25%      35%      40%</p>


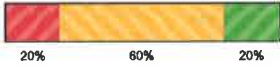

Average Score and Performance Distribution for **Grade 5 Mathematics - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Achievement Level
State	33	2475	 36% 36% 18% 9%
District	20	2498	 20% 45% 25% 10%
Gallatin Gateway School	20	2498	 20% 45% 25% 10%




School	Concepts and Procedures
	Claim Achievement Category
State	 64% 27% 9%
District	 55% 35% 10%
Gallatin Gateway School	 55% 35% 10%




School	Communicating Reasoning
	Claim Achievement Category
State	 33% 48% 18%
District	 20% 65% 15%
Gallatin Gateway School	 20% 65% 15%




School	Problem Solving and Modeling & Data Analysis
Claim Achievement Category	
State	 <p>42%      42%      15%</p>
District	 <p>20%      60%      20%</p>
Gallatin Gateway School	 <p>20%      60%      20%</p>




Average Score and Performance Distribution for **Grade 6 ELA - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020




Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Performance
State	78	2470	 51% 23% 12% 14%
District	19	2539	 26% 21% 21% 32%
Gallatin Gateway School	19	2539	 26% 21% 21% 32%

School	Writing	
	Performance	
State	 56% 29% 14%	
District	 37% 37% 26%	
Gallatin Gateway School	 37% 37% 26%	

School	Research/Inquiry	
	Performance	
State	 37% 50% 13%	
District	 16% 58% 26%	
Gallatin Gateway School	 16% 58% 26%	


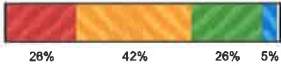
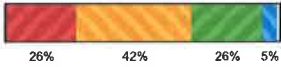
School	Listening
Performance	
State	 <p>28%      56%      15%</p>
District	 <p>5%      63%      32%</p>
Gallatin Gateway School	 <p>5%      63%      32%</p>




School	Reading
Performance	
State	 <p>56%      28%    14%</p>
District	 <p>26%      47%      26%</p>
Gallatin Gateway School	 <p>26%      47%      26%</p>


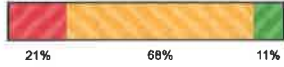






Average Score and Performance Distribution for **Grade 6 Mathematics - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Achievement Level
State	36	2471	 42% 36% 17% 6%
District	19	2499	 26% 42% 26% 5%
Gallatin Gateway School	19	2499	 26% 42% 26% 5%




School	Concepts and Procedures
	Claim Achievement Category
State	 58% 33% 8%
District	 47% 42% 11%
Gallatin Gateway School	 47% 42% 11%




School	Communicating Reasoning
	Claim Achievement Category
State	 42% 47% 11%
District	 21% 68% 11%
Gallatin Gateway School	 21% 68% 11%




School	Problem Solving and Modeling & Data Analysis
Claim Achievement Category	
State	 <p>33%      58%      8%</p>
District	 <p>16%      79%      5%</p>
Gallatin Gateway School	 <p>16%      79%      5%</p>




Average Score and Performance Distribution for **Grade 7 ELA - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Performance
State	112	2533	 29% 24% 40% 7%
District	27	2553	 19% 30% 41% 11%
Gallatin Gateway 7-8	27	2553	 19% 30% 41% 11%

School	Writing	
	Performance	
State	 34% 59% 7%	
District	 22% 63% 15%	
Gallatin Gateway 7-8	 22% 63% 15%	




School	Research/Inquiry	
	Performance	
State	 20% 62% 18%	
District	 15% 63% 22%	
Gallatin Gateway 7-8	 15% 63% 22%	




School	Listening
Performance	
State	 <p>17% 66% 17%</p>
District	 <p>81% 19%</p>
Gallatin Gateway 7-8	 <p>81% 19%</p>




School	Reading
Performance	
State	 <p>31%      40%      29%</p>
District	 <p>26%      48%      26%</p>
Gallatin Gateway 7-8	 <p>26%      48%      26%</p>




Average Score and Performance Distribution for **Grade 7 Mathematics - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Achievement Level
State	49	2508	 39% 35% 20% 6%
District	27	2533	 26% 37% 30% 7%
Gallatin Gateway 7-8	27	2533	 26% 37% 30% 7%

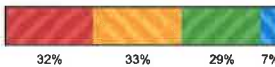


School	Concepts and Procedures
	Claim Achievement Category
State	 51% 41% 8%
District	 37% 52% 11%
Gallatin Gateway 7-8	 37% 52% 11%




School	Communicating Reasoning
	Claim Achievement Category
State	 41% 51% 8%
District	 37% 52% 11%
Gallatin Gateway 7-8	 37% 52% 11%

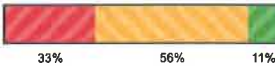
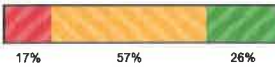
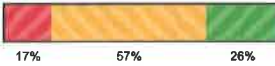
School	Problem Solving and Modeling & Data Analysis
Claim Achievement Category	
State	 <p>59%      27%      14%</p>
District	 <p>48%      30%      22%</p>
Gallatin Gateway 7-8	 <p>48%      30%      22%</p>

Average Score and Performance Distribution for **Grade 8 ELA - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020




Filtered By **Test Reason: Attempt 1**




School	Total		
	Student Count	Average Scale Score	Performance
State	178	2533	 32% 33% 29% 7%
District	23	2580	 13% 30% 43% 13%
Gallatin Gateway 7-8	23	2580	 13% 30% 43% 13%

School	Writing		
	Performance		
State	 42% 51% 7%		
District	 17% 74% 9%		
Gallatin Gateway 7-8	 17% 74% 9%		

School	Research/Inquiry		
	Performance		
State	 33% 56% 11%		
District	 17% 57% 26%		
Gallatin Gateway 7-8	 17% 57% 26%		









School	Listening
Performance	
State	 <p>27% 71% 2%</p>
District	 <p>22% 78%</p>
Gallatin Gateway 7-8	 <p>22% 78%</p>




School	Reading
Performance	
State	 <p>37% 43% 20%</p>
District	 <p>22% 39% 39%</p>
Gallatin Gateway 7-8	 <p>22% 39% 39%</p>




Average Score and Performance Distribution for **Grade 8 Mathematics - Interim (ICA)** (Attempt 1), by Student and Reporting Category: Gallatin Gateway Elem, 2019-2020

Filtered By **Test Reason: Attempt 1**

School	Total		
	Student Count	Average Scale Score	Achievement Level
State	35	2529	 40% 34% 20% 6%
District	22	2541	 27% 41% 27% 5%
Gallatin Gateway 7-8	22	2541	 27% 41% 27% 5%

School	Concepts and Procedures
	Claim Achievement Category
State	 46% 49% 6%
District	 36% 59% 5%
Gallatin Gateway 7-8	 36% 59% 5%

School	Communicating Reasoning
	Claim Achievement Category
State	 29% 63% 9%
District	 23% 68% 9%
Gallatin Gateway 7-8	 23% 68% 9%

School	Problem Solving and Modeling & Data Analysis
Claim Achievement Category	
State	 <p>40% 51% 9%</p>
District	 <p>32% 59% 9%</p>
Gallatin Gateway 7-8	 <p>32% 59% 9%</p>



# Montana Education Law Review (MELR)

- Article 8000 School Construction -

Sponsored by



## SCHOOL CONSTRUCTION

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## SCHOOL CONSTRUCTION

### **8000.01      BIDDING REQUIREMENTS**

#### **(a) Overview**

All contracts for public works such as services, labor and construction worth in excess of \$80,000 must be competitively bid in accordance with Section 20-9-204, MCA.

A project will still fall under the bidding requirements of Section 20-9-204, MCA if it is done in segments. It is considered one project and must be put out for public bid if the total cost of the project exceeds \$80,000. A district may not split a project to avoid the public bidding requirements under Section 20-9-205, MCA. The advertisement for bids must be published in the newspaper that will give notice to the largest number of people of the district as determined by the trustees. The advertisement must be made once each week for 2 consecutive weeks, and the second publication must be made not less than 5 days or more than 12 days before consideration of bids. The District must accept the “lowest responsible bid” which is not always the actual lowest bid. *See form 8001 for a sample invitation to bid.*

#### **(b) Architect Exception**

However, the District does not need to bid out an architect. Section 20-9-204, MCA excludes registered architects from the public bidding process. The District can request estimates or conduct interviews or contract with an architect they have worked with in the past. There is no bidding requirement for architect services. *See form 8002 for sample questions when interviewing an architect. See section 8000.04 for more information on architect services.*

#### **(c) Projects less than the threshold**

The \$80,000 threshold is when competing bids are required by law. However, it is good practice to request several estimates on projects that will not meet the statutory threshold to

ensure public funds are used appropriately. Multiple estimates are not required by law. While these estimates are not bids and the process would not be formalized, it does give the board of trustees alternatives to review when deciding which contractor to hire.

The board of trustees could set out guidelines for the superintendent and district to follow when requesting estimates on projects or purchases that will not meet the \$80,000 threshold. These guidelines could be memorialized in district policy. The guidelines would set out how estimates will be collected and presented to the board.

The board could also adopt a formal bid process with a threshold lower than the \$80,000 level. In this situation, district policy would require a public bid process whenever the project or purchase reaches, for example, \$30,000.

**(d) Opening Bids**

Bids should be opened publicly at the time and place designated in the notice. The location must be ADA accessible in conformity with the Americans with Disabilities Act. Each vendor has the right to be present, either in person or by agent, when the bids are opened and has the right to examine and inspect all bids. The name of each vendor, the bid price, and such other information as is deemed appropriate. This record is available for public inspection.

Regardless of cause, late bids must not be accepted and must automatically be disqualified from further consideration. This is true even if the bid is only one minute late. Vendors are notified via the standard terms and conditions that accompany a bid that it is solely the vendor's risk to assure delivery at the designated office by the designated time. Late bids should not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

By statute, "responsible bidder" means a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good



faith performance. “Responsive bidder” means a person who has submitted a bid that conforms in all material respects to the invitation for bids.

Once bids have been opened, a “bid tabulation sheet” should be prepared. A bid tabulation sheet provides a summary document for anyone wishing to review the bid to compare the pricing information from each vendor responding to an Invitation for Bid.

Once an invitation for bid or request for proposal has been tabulated or evaluated and either the lowest bidder or the top scoring offeror has been determined, the agency should send a “request for documents” letter to the bidder or offeror. This letter notifies the bidder/offeror that the agency intends to accept the bid or proposal submitted once the required insurance or security documents are received. The notice should clearly state that it does not constitute a contract and that the vendor may not proceed with any work concerning the bid or proposal until either a signed contract is received from the district. It should also provide a deadline for receipt of the required documents. Once the required documents are received, the district may proceed to issue the contract.

**(e) Applicable Statutes**

**20-9-204. Conflicts of interests, letting contracts, and calling for bids. . . .**

(3) (a) Except for district needs that must be met because of an unforeseen emergency, as defined in 20-3-322(5), or as provided in subsections (4) and (7) of this section, whenever any building, furnishing, repairing, or other work for the benefit of the district or purchasing of supplies for the district is necessary, the work done or the purchase made must be by contract if the sum exceeds \$80,000.

(b) Except as provided in Title 18, chapter 2, part 5, each contract must be let to the lowest responsible bidder after advertisement for bids. The advertisement must be published in the newspaper that will give notice to the largest number of people of the district as determined by the trustees. The advertisement must be made once each week for 2 consecutive weeks, and the second publication must be made not less than 5 days or more than 12 days before consideration of bids. A contract not let pursuant to this section is void. The bidding requirements applicable to services performed for the benefit of the district under this section do not apply to:

(i) a registered professional engineer, surveyor, real estate appraiser, or registered architect;

- (ii) a physician, dentist, pharmacist, or other medical, dental, or health care provider;
- (iii) an attorney;
- (iv) a consulting actuary;
- (v) a private investigator licensed by any jurisdiction;
- (vi) a claims adjuster;
- (vii) an accountant licensed under Title 37, chapter 50; or
- (viii) a project, as defined in 18-2-501, for which a governing body, as defined in 18-2-501, enters into an alternative project delivery contract pursuant to Title 18, chapter 2, part 5.

(5) Except as provided in Title 18, chapter 2, part 5, whenever bidding is required, the contract must be awarded to the lowest responsible bidder, except that any or all bids may be rejected.

(6) This section may not require the board of trustees to let a contract for any routine and regularly performed maintenance or repair project or service that can be accomplished by district staff whose regular employment with the school district is related to the routine performance of maintenance for the district.

(7) Subsection (3) does not apply to the solicitation or award of a contract for an investment grade energy audit or an energy performance contract pursuant to Title 90, chapter 4, part 11, including construction and installation of conservation measures pursuant to the energy performance contract.

**20-9-205. Prohibition on division of contracts to circumvent bid requirements.** (1)

Whenever any law of this state provides a limitation upon the amount of money that a school district can expend upon any public work or construction project without letting such public work or construction project to contract under competitive bidding procedures, a school district shall not circumvent such provision by dividing a public work or construction project or quantum of work to be performed thereunder which by its nature or character is integral to such public work or construction project, or serves to accomplish one of the basic purposes or functions thereof, into several contracts, separate work orders, or by any similar device.

(2) This section shall apply not only where the public work or construction project is divided into several projects which are constructed at approximately the same period of time but also where the public work or construction project is divided into several projects which are constructed in different time periods or over an extended period of time.

**18-1-201. Requirement for bidder's security.** (1) A "public authority" or "obligee" includes:

- (a) the state of Montana or any department (including the department of administration, unless otherwise authorized by express provision of law), institution, board, commission, agency, authority or subordinate jurisdiction thereof;
- (b) any county or other political subdivision of this state;
- (c) any municipal corporation or authorized subdivision thereof; or
- (d) school districts, irrigation districts, or other public authority organized under the laws of the state of Montana.

(2) Except as provided in 18-4-312, in all cases where a public authority or obligee is authorized by law to solicit bids, tenders, or proposals for public works, improvements, or undertakings of any kind or for the purchase of commodities, goods, or property or for the procurement of technical or special services on a bid basis (exclusive of services on the basis of

salaries or wages) or for the sale and purchase of bonds, debentures, notes, or any other forms of indebtedness of any such public authority, the respective executive, administrative, or other officers of and acting for such public authority shall require, as a condition precedent to considering any such bids, as evidence of good faith on the part of the bidder, and as indemnity for the benefit of such public authority against the failure or refusal of any bidder to enter into any written contract that may be awarded upon and following acceptance of bid or as a condition precedent to consummating any sale and purchase of any forms of indebtedness, that any bid shall contain a written covenant of indemnity conditioned as herein prescribed and that the bid shall be accompanied by bid security of the nature herein specified for the performance of such covenant.

**18-2-302. Bid security -- waiver -- authority to submit.** (1) (a) Except as provided in subsection (2), each bid must be accompanied by bid security in the amount of 10% of the bid. The security may consist of cash, a cashier's check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be:

(i) drawn and issued by a federally chartered or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the federal deposit insurance corporation;

(ii) drawn and issued by a credit union insured by the national credit union share insurance fund; or

(iii) a bid bond or bonds executed by a surety company authorized to do business in the state of Montana.

(b) The state or other governmental entity may not require that a bid bond or bond provided for in subsection (1)(a)(iii) be furnished by a particular surety company or by a particular insurance producer for a surety company.

(2) The state or other governmental entity may waive the requirements for bid security on building or construction projects, as defined in 18-2-101, that cost less than \$25,000.

(3) The bid security must be signed by an individual authorized to submit the security by the corporation or other business entity on whose behalf the security is submitted. If the request for bid or other specifications provided by the state or other governmental entity specify the form or content of the bid security, the security submitted must comply with the requirements of that specification.

**18-1-102. State contracts to lowest bidder -- reciprocity.** (1) In order to provide for an orderly administration of the business of the state of Montana in awarding public contracts for the purchase of goods and for construction, repair, and public works of all kinds, a public agency shall, except as provided in Title 18, chapter 2, part 5, award:

(a) a public contract for construction, repair, or public works to the lowest responsible bidder without regard to residency. However, a resident bidder must be allowed a preference on a contract against the bid of a nonresident bidder from any state or country that enforces a preference for resident bidders. The preference given to resident bidders of this state must be equal to the preference given in the other state or country.

(b) a public contract for the purchase of goods to the lowest responsible bidder without regard to residency. However, a resident must be allowed a preference on a contract against the bid of a

nonresident if the state or country of the nonresident enforces a preference for residents. The preference must be equal to the preference given in the other state or country.

(2) The preferences in this section apply:

(a) whether the law requires advertisement for bids or does not require advertisement for bids;  
and

(b) to contracts involving funds obtained from the federal government unless expressly prohibited by the laws of the United States or regulations adopted pursuant to federal laws

## **8000.02 – PLANS AND SPECIFICATIONS**

### **(a) Overview – approval and seals**

School buildings and renovation plans must be approved by the city or county building inspector in order to comply with applicable codes. The district's contractor or construction representative will work to comply with this provision if the requirement appears in the terms of the district's contract. This is specifically required by 20-6-622, MCA.

The school's plans for buildings, water systems, sewer systems and other projects related to health and safety of citizens or students must bear the seal of a professional engineer prior to commencement of construction in accordance with Section 18-2-122.

Section 18-2-404, MCA requires that prior to a district signing a public works contract, the district's legal counsel must review the contract and give written approval of the contents. This statute is designed to protect the district from unfair, illegal or problematic contract language. If given a thorough review, a district can move forward on a public works project knowing the contract is sound.

### **(b) Applicable Statutes**

**20-6-622. Review and approval of school building plans and specifications.** (1) A school building, either publicly or privately owned or operated, in which students are housed or instructed may not be built, enlarged, or remodeled until the plans and specifications for construction have been submitted to and approved by the department of labor and industry or a municipality or county with a building code adopted as provided in 50-60-301.

(2) The plans and specifications required in subsection (1) must show in detail the proposed construction of the building and must illustrate and indicate conformity with the applicable building code.

(3) As a service to districts, the superintendent of public instruction may review the plans and specifications required in subsection (1) to assist the districts in designing facilities for optimum utilization.

**18-2-122. Plans to bear seal.** This state and its political subdivisions such as counties, cities, towns, townships, boroughs, or other political entities or legally constituted boards,

commissions, or authorities or officials or employees thereof may not accept plans and specifications for public buildings, water systems and storage facilities, sewerage systems, wastewater disposal projects, swimming pools, recreational facilities, and similar type projects which may have a direct bearing on the public health and safety for approval unless they bear the seal of the professional engineer for engineering projects or the professional land surveyor for land surveying projects or licensed architect for architectural projects, as provided for the practice of the respective professions by Title 37.

**18-2-404. Approval of public works contract -- bond.** (1) All public works contracts under this part must be approved in writing by the legal adviser of the contracting county, municipal corporation, school district, assessment district, or special improvement district body or officer prior to execution by the contracting public officer or officers.

(2) In all public works contracts entered into under the provisions of this part, at least \$1,000 of the contract price must be withheld at all times until the termination of the public works contract.

## **8000.03 – ALTERNATIVE DELIVERY PROJECTS**

### **(a) Overview – Step by Step process**

This subsection (1) summarizes the steps that must be taken to utilize the Alternative Project Deliver Process for school construction projects, (2) provides options to ensure that the District has access to professionals that can assist the District through this process, and (3) sets forth the applicable statutory framework for alternative project delivery contracts.

Step 1: The governing body (Board of Trustees) demonstrates that it has or will have knowledgeable staff or consultants who have the capacity to manage an alternative project delivery contract.

Step 2: The Board of Trustee needs to clearly describe the manner in which: (1) the alternative project delivery contract award process will be conducted; and (2) subcontractors and suppliers will be selected. Note: In order to comply with Montana's Open Meeting laws, this discussion needs to occur at a regular or special meeting of the Board.

Step 3: Prior to awarding an alternative project delivery contract, the Board of Trustees, shall make detailed written findings and make a determination that **at least two (2) of the following criteria have been met** as follows:

- Criteria 1: The project has significant schedule ramifications and using he alternative project delivery contract is necessary to meet critical deadlines by shortening the duration of contraction. Factors that the Board may consider in making its findings include, but are not limited to:
  - Operational and financial data that show significant savings or increased opportunities for generating revenue as a result of early project completion;
  - Demonstrable public benefits that result from less time for contraction; or
  - Less or a shorter duration of disruption to the public facility
- Criteria 2: By using an alternative project delivery contract, the design process will contribute to significant cost savings. Significant cost savings that may justify an alternative project delivery contract may derive from but are not limited to:
  - Value engineering;
  - Building systems analysis;
  - Life cycle analysis; and
  - Construction planning
- Criteria 3: The project presents significant technical complexities that necessitate the use of an alternative delivery project contract

Step 4: Prior to awarding an alternative project delivery contract, the Board of Trustees shall make a detailed written finding that using an alternative delivery contract will not: (1) encourage favoritism or bias in awarding the contract; or (2) substantially diminish competition for the contract.

Step 5: After making the above-referenced findings, the Board of Trustees is required to publish a request for qualifications (RFQ). This request will outline the required/desired qualifications of the individual/firm the District is looking to provide the alternative project deliver contract. The District must publish the request for qualifications in the newspaper that will give notice to the largest number of people of the district as determined by the trustees. The RFQ must be made once each week for 2 consecutive weeks, and the second publication must be made not less than 5 days or more than 12 days before consideration of the RFQ's.

Step 6: After evaluating the responses to the RFQ, the District must send a Request for Proposals (RFP) to each respondent that meets the qualification criteria specified in the RFQ. The RFP must include the following:

- A clear description of the project;
- The Board's needs with respect to the project;
- The requirements for submitting a proposal;
- The criteria that will be used to evaluate proposals, and
- Any other factors, including any weighing, that will be used to award the alternative project delivery contract.

Step 7: The Board's decision to award an alternative project delivery contract must be, at a minimum, based upon the following:

- Each applicant's history and experience with projects similar to the project under consideration;
- Each applicant's financial health;
- Each applicant's staff or workforce that is proposed to be committed to the project;
- Each applicant's approach to the project;
- Each applicant's project costs; and
- Additional criteria or factors that reflect the project's characteristics, complexities or goals.

Step 8: At the conclusion of the selection process, the Board shall state and document in writing the reasons for selecting the contractor that was awarded the contract.

Note: In order to comply with Montana's Open Meeting laws, all dialogue and deliberations noted above need to occur at a duly constituted regular or special meeting of the Board.

To assist the District through the initial and/or planning phase of any construction process, the District should consider retaining the services of an architect or other professional. The District is not required to bid out architectural services as the services of an architect are specifically exempt from the bidding statute (20-9-204, MCA). In addition, the District may consult with other professionals as long as the District did not exceed the \$80,000.00 threshold for retaining such professionals. The District should also consult with legal counsel during the process and prior to executing any contract as part of the construction process to ensure the District's interests are protected and all legal requirements are met.



**(b) Applicable Statutes**

**18-2-501. Definitions.** As used in this part, unless the context clearly requires otherwise, the following definitions apply:

- (1) "Alternative project delivery contract" means a construction management contract, a general contractor construction management contract, or a design-build contract.
- (2) "Construction management contract" means a contract in which the contractor acts as the public owner's construction manager and provides leadership and administration for the project, from planning and design, in cooperation with the designers and the project owners, to project startup and construction completion.
- (3) "Contractor" has the meaning provided in 18-4-123.
- (4) "Design-build contract" means a contract in which the designer-builder assumes the responsibility and the risk for architectural or engineering design and construction delivery under a single contract with the owner.
- (5) "General contractor construction management contract" means a contract in which the general contractor, in addition to providing the preconstruction, budgeting, and scheduling services, procures necessary construction services, equipment, supplies, and materials through competitive bidding contracts with subcontractors and suppliers to construct the project.
- (6) "Governing body" means:
  - (a) the legislative authority of:
    - (i) a municipality, county, or consolidated city-county established pursuant to Title 7, chapter 1, 2, or 3;
    - (ii) a school district established pursuant to Title 20; or
    - (iii) an airport authority established pursuant to Title 67, chapter 11; or
  - (b) the board of directors of a county water or sewer district established pursuant to Title 7, chapter 13, parts 22 and 23.
- (7) "Project" means any construction or any improvement of the land, a building, or another improvement that is suitable for use as a state or local governmental facility.
- (8) "Publish" means publication of notice as provided for in 7-1-2121, 7-1-4127, 18-2-301, and 20-9-204.
- (9) "State agency" has the meaning provided in 2-2-102, except that the department of transportation, provided for in 2-15-2501, is not considered a state agency.

**18-2-502. Alternative project delivery contract -- authority -- criteria.** (1) Subject to the provisions of this part, a state agency or a governing body may use an alternative project delivery contract. A state agency or governing body that uses an alternative project delivery contract shall:

- (a) demonstrate that the state agency or the governing body has or will have knowledgeable staff or consultants who have the capacity to manage an alternative project delivery contract;
  - (b) clearly describe the manner in which:
    - (i) the alternative project delivery contract award process will be conducted; and
    - (ii) subcontractors and suppliers will be selected.
- (2) Prior to awarding an alternative project delivery contract, the state agency or the governing body shall determine that the proposal meets at least two of the sets of criteria described in

subsections (2)(a) through (2)(c) and the provisions of subsection (3). To make the determination, the state agency or the governing body shall make a detailed written finding that:

(a) the project has significant schedule ramifications and using the alternative project delivery contract is necessary to meet critical deadlines by shortening the duration of construction. Factors that the state agency or the governing body may consider in making its findings include, but are not limited to:

- (i) operational and financial data that show significant savings or increased opportunities for generating revenue as a result of early project completion;
- (ii) demonstrable public benefits that result from less time for construction; or
- (iii) less or a shorter duration of disruption to the public facility.

(b) by using an alternative project delivery contract, the design process will contribute to significant cost savings. Significant cost savings that may justify an alternative project delivery contract may derive from but are not limited to value engineering, building systems analysis, life cycle analysis, and construction planning.

(c) the project presents significant technical complexities that necessitate the use of an alternative delivery project contract.

(3) The state agency or the governing body shall make a detailed written finding that using an alternative project delivery contract will not:

- (a) encourage favoritism or bias in awarding the contract; or
- (b) substantially diminish competition for the contract.

**18-2-503. Alternative project delivery contract -- award criteria.** (1) (a) Whenever a state agency or a governing body determines, pursuant to 18-2-502, that an alternative project delivery contract is justifiable, the state agency or the governing body shall publish a request for qualifications.

(b) After evaluating the responses to the request for qualifications, a request for proposals must be sent to each respondent that meets the qualification criteria specified in the request for qualifications. The request for proposals must clearly describe the project, the state agency's or the governing body's needs with respect to the project, the requirements for submitting a proposal, criteria that will be used to evaluate proposals, and any other factors, including any weighting, that will be used to award the alternative project delivery contract.

(2) The state agency's or the governing body's decision to award an alternative project delivery contract must be based, at a minimum, on:

(a) the applicant's:

- (i) history and experience with projects similar to the project under consideration;
- (ii) financial health;
- (iii) staff or workforce that is proposed to be committed to the project;
- (iv) approach to the project; and
- (v) project costs; and

(b) any additional criteria or factors that reflect the project's characteristics, complexities, or goals.

(3) Under any contract awarded pursuant to this part, architectural services must be performed by an architect, as defined in 37-65-102, and engineering services must be performed by a professional engineer, as defined in 37-67-101.

(4) At the conclusion of the selection process, the state agency or the governing body shall state and document in writing the reasons for selecting the contractor that was awarded the contract.

The documentation must be provided to all applicants and to anyone else, upon request.

(5) A state agency or the governing body may compensate unsuccessful applicants for costs incurred in developing and submitting a proposal, provided that all unsuccessful applicants are treated equitably.

**18-2-201. Security requirements.** (1) (a) Except as otherwise provided in 85-1-219 and subsections (3) through (5) of this section, whenever any board, council, commission, trustees, or body acting for the state or any county, municipality, or public body contracts with a person or corporation to do work for the state, county, or municipality or other public body, city, town, or district, the board, council, commission, trustees, or body shall require the person or corporation with whom the contract is made to make, execute, and deliver to the board, council, commission, trustees, or body a good and sufficient bond with a surety company, licensed in this state, as surety, conditioned that the person or corporation shall:

- (i) faithfully perform all of the provisions of the contract;
- (ii) pay all laborers, mechanics, subcontractors, and material suppliers; and
- (iii) pay all persons who supply the person, corporation, or subcontractors with provisions, provender, material, or supplies for performing the work.

(b) The state or other governmental entity listed in subsection (1)(a) may not require that any bond required by subsection (1)(a) be furnished by a particular surety company or by a particular insurance producer for a surety company.

(2) The state or other governmental entity listed in subsection (1)(a) may, in lieu of a surety bond, permit the deposit with the contracting governmental entity or agency of the following securities in an amount at least equal to the contract sum to guarantee the faithful performance of the contract and the payment of all laborers, suppliers, material suppliers, mechanics, and subcontractors:

- (a) lawful money of the United States; or
- (b) a cashier's check, certified check, bank money order, certificate of deposit, money market certificate, bank draft, or irrevocable letter of credit, drawn or issued by:
  - (i) any federally or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the federal deposit insurance corporation; or
  - (ii) a credit union insured by the national credit union share insurance fund.

(3) Any board, council, commission, trustee, or body acting for any county, municipality, or public body other than the state may, subject to the provisions of subsection (1)(b), in lieu of a bond from a licensed surety company, accept good and sufficient bond with two or more sureties acceptable to the governmental entity.

(4) Except as provided in subsection (5), the state or other governmental entity may waive the requirements contained in subsections (1) through (3) for building or construction projects, as defined in 18-2-101, that cost less than \$50,000.

(5) A school district may waive the requirements contained in subsections (1) through (3) for building or construction projects, as defined in 18-2-101, that cost less than \$7,500.

**18-2-202. Failure to require security -- waiver.** If any board, council, commission, trustee, or body acting for the state or any board of county commissioners or any mayor and common council of any incorporated city or town or tribunal transacting the business of any such municipal corporation waives or fails to take the security required or authorized by 18-2-201, the

state or the county, incorporated city or town, or other municipal corporation is liable to the persons mentioned in 18-2-201 to the full extent and for the full amount of all of the contracted debts by any subcontractor as well as the contractor.

**18-2-203. Amount and terms of security.** The security mentioned in 18-2-201 must be in an amount equal to the full contract price agreed to be paid for the work or improvement and must be to the state of Montana, except in cases of cities and towns, in which case the municipality may by general ordinance fix and determine the amount of the security and the name of the secured party, provided that the amount may not be for less than 25% of the contract price of the improvement, and the security may designate that the amount is payable to the city or town and not to the state of Montana.

## 8000.04 ARCHITECTURAL SERVICES

### (a) Overview – Financial Threshold, Contracts and Open Meetings

The standard to hire an architect is if the repairs to the school will cost \$150,000 and the trustees decide an architect is needed in accordance with Sections 20-6-631, MCA. Furthermore 20-6-633, MCA authorizes a district to hire an architect when the board of trustees determines it to be in the district's interests even if the \$150,000 threshold is not met. Each of these statutes requires the district to retain licensed architects.

Section 20-9-204, MCA does not require that the district put the hiring architects through the bid process. Instead, the district can hire the architect of its choosing without putting it out to bid. Although a district is not bound to put out for bid architectural services, in some circumstances a district may want to seek proposals from architectural firms, particularly if the district has not engaged in a construction project recently and has not worked with a reputable architect.

One item that school districts need to be aware of is that the standard AIA contracts that architects present to school districts for execution are crafted for the protection of the architects and offer little protection to school districts. The school district is specifically authorized by law to negotiate terms to protect the district and a fair service fee. Prior to signing off on any contract for architectural services, school districts would be well advised to seek the assistance of legal counsel to ensure that the districts interests are protected.

All architectural plans and specifications for public buildings of any school district of the state shall bear the seal and signature of the architect responsible for the plans creation.

Any meeting with an architect and the board of trustees is subject to the open meeting laws and public records laws. This requirement should appear in all architect contracts. *For more information on the open meeting law see Article 1000.*

Situations may arise where the architect is also hired to serve as an owner's representative during the construction process. This will require a separate contract or specific provisions in the architect contract to ensure the owner's representative duties are sufficiently outlined. Often it is appropriate to engage a separate individual to serve as owner's representative to avoid conflicts of interest when disagreements between district and architect emerge. An owner's representative should be hired through a comprehensive interview and proposal process.

### (b) Applicable Statutes

**20-6-631. When contracts for architectural services required.** Whenever the trustees of a school district determine that the building, furnishing, repairing, or other work for the benefit of a school district exceeds \$150,000 and requires architectural services under Title 37, chapter 65, the trustees of the school district shall contract for those services.

**20-6-633. Hiring for architectural services authorized.** If the trustees determine pursuant to 20-6-631 that architectural services are necessary, the trustees shall hire a licensed architect for the architectural services as described by the school district's scope of the work. In the event that the trustees and the architect are unable to negotiate a fair and reasonable fee, the trustees may select another architect if the trustees again give reasonable notice of their selection.

**20-6-634. Tentative and final proposals -- public meetings.** Following the awarding of the contract, the trustees shall meet as often as necessary with the architectural firm to review the firm's plans and proposals. At least two of these meetings, one to review the firm's preliminary plans and one to review the firm's final proposals, shall be public meetings held after the trustees have given reasonable public notice. At these meetings the trustees shall consider any questions and testimony from the public.

**20-6-635. Contracts with Montana firms encouraged.** The trustees are encouraged but not required to award architectural contracts to firms based or operating in Montana.

**20-6-636. Prohibition against contingent fees -- penalty.** (1) Each contract entered into by a school district for architectural services shall contain a prohibition against contingent fees as follows: "The architectural firm warrants that it has not employed or retained any company or person, other than a bona fide full-time employee, to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide full-time employee, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement." Upon the breach or violation of this prohibition, the trustees shall have the right to terminate the agreement without liability and, at their discretion, to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

(2) Any individual, corporation, partnership, firm, or company, other than a bona fide full-time employee, is prohibited from offering, agreeing, or contracting to solicit or secure school district contracts for architectural services for any other individual, company, corporation, partnership, or firm.

(3) A public official or employee is prohibited from soliciting or securing, whether for consideration or not, a contract for professional services for another.

(4) A person convicted of violating subsection (1), (2), or (3) of this section shall be fined not to exceed \$500 or be imprisoned in the county jail for any term not to exceed 6 months, or both.

**18-2-113. Architects on public buildings to be certified.** A contract for the employment of or the rendering of professional services by any person relating to the planning or construction of public buildings or other public works or improvements may not be entered into by this state or its agencies or a county, city, or school district in this state unless the person is the holder in good standing of a license granted under Title 37, chapter 65, by the board of architects and landscape architects.

**18-2-114. Seal and signature of architect on plans.** All architectural plans and specifications for public buildings of the state of Montana or any agency thereof or of any county, city, or school district of the state shall bear the seal and signature of the architect responsible therefor.

## 8000.05 PREVAILING WAGE

### (a) Overview – Threshold and compliance

One issue that must to be addressed in issuing bid notices is the statute requiring the payment of prevailing wages for “public works contracts” Under current law, all “public works contracts” over \$25,000 for “construction” and “non-construction” services must require the payment of prevailing wages. The provision requiring the payment of the standard prevailing rate of wages, including fringe benefits for health and welfare and pension contributions, must be included in the bid document and the resulting contract. The terms “construction” and “non-construction” are defined in section 18-2-401, MCA. “Nonconstruction services” means work performed by an individual, not including management, office, or clerical work, for construction services.

Generally, all public works contracts in which the total cost of the contract is in excess of \$25,000 are subject to the payment of prevailing wages. A “public works contract” is defined as “a contract for construction services or *nonconstruction services* let by the state, county, municipality, school district, or political subdivision in which the total cost of the contract is in excess of \$25,000. . . .” See section 18-2-401(11)(a), MCA. Those contracts clearly excluded from “construction services” are “engineering, superintendence, management, office, or clerical work” and “consulting contracts, contracts with commercial suppliers for goods and supplies, or contracts with professionals licensed under state law.” A substantive list is supplied of “nonconstruction services” contracts to which the prevailing wage requirements apply at section 18-2-401(9)(a) through (l), MCA. The Legislature’s intent in providing the list was to limit and clearly define those occupations subject to the prevailing wage requirements. Those contracts excluded from “nonconstruction services” are “management, office, or clerical work.”



It is the initial contract term plus any “possible” options the State has to renew the contract for additional periods. By having a contract with renewal options in it, the State is risking application of the prevailing wage requirements if the total of the sums paid under the contract exceeds \$25,000. In addition, rules 24.17.141 and/or 24.17.144 of the Administrative Rules of Montana (ARM) speak to the requirement to pay the prevailing rate of wages on contracts or bid specifications for public works in excess of \$25,000.

In accordance with section 18-2-401(11) (a), and ARM rules 24.17.161, 24.17.501 and 24.17.621, the requirement to pay the prevailing wage rates on contracts exceeding \$25,000 is determined by the total value of the contract or bid specifications. It is not determined by the value of contracts subsequently issued by the State. Thus, if the district issues a bid with multiple contracts, all contracts are subject to payment of the prevailing wages if the total of the contracts bid exceeds \$25,000. In other words, an invitation for bid is considered one contract regardless whether a single vendor or multiple vendors are awarded the contract.

The determining factors for considering whether or not the requirement for payment of prevailing wages exists is how the invitation for bid was issued (single or multiple contracts), contract period, renewal options (if any), total cost, etc.

If the initial contract provides for an extension of the contract at the same negotiated compensation rates as originally agreed upon, this constitutes a “renewal” that would utilize the same prevailing wage rates in effect at the time of the initial agreement. Should the contract, however, provide for a modified compensation rate for the vendor during the agreed extension of the contract, this would constitute a “renegotiation” and the prevailing wage rates in effect at the time of such renegotiation would apply.

There is no exemption for family members of owners for the purposes of paying

prevailing wages. Section 18-2-422, MCA, and ARM 24.17.144 clearly require that all public works contracts and bid specifications must contain a provision stating for each job classification the standard prevailing wage rate, including the fringe benefits, the contractors and employers are obligated to pay. The appropriate wage rate booklet must be attached to the contract/bid documents. Simply referencing DLI's website is not acceptable. The pertinent prevailing wage rates for each category would apply to all disciplines within that contract, with the exception of management, office, and clerical work.

**(b) Applicable Statutes**

**18-2-422. Bid specification and public works contract to contain standard prevailing wage rate and payroll record notification.** All public works contracts and the bid specifications for those contracts must contain:

- (1) a provision stating for each job classification the standard prevailing wage rate, including fringe benefits, that the contractors and employers shall pay during construction of the project;
- (2) a provision requiring each contractor and employer to maintain payroll records in a manner readily capable of being certified for submission under 18-2-423, for not less than 3 years after the contractor's or employer's completion of work on the project; and
- (3) a provision requiring each contractor to post a statement of all wages and fringe benefits in compliance with 18-2-423.

**18-2-406. Posting wage scale and fringe benefits.** The contractor performing work or providing construction services under public works contracts, as provided in this part, shall post in a prominent and accessible site on the project or staging area, not later than the first day of work and continuing for the entire duration of the project, a legible statement of all wages and fringe benefits to be paid to the employees.

**24.17.147 OBLIGATIONS OF EMPLOYERS AND CONTRACTORS**

- (1) All contractors and employers shall give preference in hiring to bona fide Montana residents in the performance of public works contracts.
  - (a) In the performance of a public works contract for a construction project, each contractor so engaged shall ensure that at least 50% of all workers performing labor under the contract for public works are bona fide Montana residents.
  - (b) For cause as provided in 18-2-409 , MCA, a contractor may in writing request that the commissioner modify percentage residency requirements on a particular project. In requesting the variance, the contractor must document in writing any and all measures taken in assessing the

availability of bona fide Montana employees including, but not limited to, newspaper advertising or contacting local job service offices, local union halls, or temporary or personnel agencies. The commissioner may modify or waive residency requirements under the provision of the statute and shall by written directive notify the contracting agency of any such modification or waiver.

(2) All contractors and employers shall classify each employee who performs labor on a public works project according to the applicable standard prevailing rate of wages for such craft, classification or type of employee established by the commissioner, and shall pay each such employee a rate of wages not less than the standard prevailing rate.

## **8000.06      CONTRACTOR REQUIREMENTS**

### **(a) Overview – Registration and Withholding**

Construction contractors are required to register with the Montana Department of Labor and Industry. However, because an independent contractor or construction contractor is registered with the Department does not mean that they are licensed, bonded, or tested. The school district will have to confirm licensing, bonding and qualifications through the bidding process outlined in 8000.01. Furthermore registrations only ensure applicants are in compliance with Montana's workers' compensation laws and do not imply quality assurance.

Agencies using the services of a public contractor are also required to withhold 1% of all payments for any "public construction work" over \$5,000 (Mont. Code Ann. § 15-50-206). The agency issuing the contract is responsible for notifying DOR that the 1% withholding requirement will apply to the project.

The "awarding party" is the agency that the contract is being issued for – in essence, the "responsible party." If the SPB conducted the procurement, a SPB contracts officer will sign it as the "Preparer" on behalf of the state agency. If the SPB conducted the procurement, a SPB contracts officer will fill out sections 1, 2, 3, 4, 5, and 11 and then forward the form to the state agency for completion.

First, it applies to all public contracts at every level of jurisdiction. Second, pursuant to the DOR administrative rules, the term "construction" should be broadly construed. "Public construction work" includes any work requiring the installation, addition, placement, replacement, or removal of any equipment, parts, structures, or materials exceeding \$5,000 whether or not such contracts require performance of service, maintenance, repair, or any other type of work in addition to, or as part of, the work as stated above. (See ARM 42.31.2101.)

Therefore, this tax applies to anything related to construction, repair, maintenance, etc. However, it does NOT apply to “services” associated with maintaining buildings, such as janitorial services or elevator maintenance (unless it involves structural changes to accommodate new equipment). It does apply to things like carpet installation (if over \$5,000), carpet removal (because it typically goes with some sort of improvement/replacement of floor treatment), retrofit of heating, ventilation, and air conditioning systems, removal of phone cables (if it involves conduit removal or wall repair, but not if it just involves pulling wires through conduit), installation of telephone or IT cable (unless it is just an upgrade through existing conduit), etc.

**(b) Applicable Statutes**

**39-9-201. Registration required -- application.** (1) Each construction contractor shall register with the department.

(2) An applicant for registration as a construction contractor shall submit an application on a form to be provided by the department that must include the following information:

- (a) the applicant's social security number;
- (b) proof of compliance with workers' compensation laws;
- (c) the I.R.S. employer identification number, if any; and
- (d) the name and address of:
  - (i) each partner if the applicant is a firm or partnership;
  - (ii) the owner if the applicant is an individual proprietorship;
  - (iii) the corporate officers and registered agent if the applicant is a corporation; or
  - (iv) the manager of a manager-managed limited liability company or the members of a member-managed limited liability company and the registered agent if the applicant is a limited liability company.

**15-50-206. Withholding license fee from payments -- refunds.** (1) The prime contractor shall withhold the 1% license fee from payments to subcontractors and inform the department on prescribed forms of the amount of the 1% license fee in the prime contractor's account to be allocated and transferred to the subcontractor. The notification to transfer portions of the 1% license fee must be filed within 30 days after each payment is made to subcontractors. If any prime contractor fails to file the required allocation and transfer report at the time required under the provisions of this chapter, a penalty computed at the rate of 10% of the 1% license fee withheld from subcontractors is due from the prime contractor.

(2) The state, county, city, or any agency or department of the state, county, or city for whom the contractor is performing public work shall withhold, in addition to other amounts withheld as provided by law, 1% of all payments due the contractor and shall transmit that

money to the department. If the 1% of gross receipts, as defined in 15-50-101, is not withheld as provided, the contractor shall make payment of these amounts to the department within 30 days after the date on which the contractor receives each increment of payment for work performed by the contractor.

(3) Any overpayment of the 1% of gross receipts, as defined in 15-50-101, withheld or paid by any contractor must be refunded by the department at the end of the income year upon written application.

## **8000.07      CONSTRUCTION CONTRACT ENFORCEMENT**

A contract can only be as strong, as successful, as its administration. Districts need to place tremendous emphasis on effective contract administration. On a day-to-day basis, districts need to be monitoring contract performance since early detection and correction of nonperformance is critical for the success of the contract.

Contract enforcement means paying attention to things like:

- Are deadlines being met?
- Are services coming in at the level of standard anticipated in the contract?
- Are payments being made according to contract provisions?
- Are contract modifications being made that are well-documented and comprehensive?
- Are problems being addressed as soon as they are perceived?
- Is the district meeting regularly with the contractor to assure good communication?
- Does the contractor understand exactly what is expected?
- Is it time to terminate the contract?
- Is work being verified as to its completeness?
- Are checklists being used to communicate contract progress?
- Are progress reports coming in as required?
- Is it time to get an attorney involved?
- Is the district meeting its contractual obligations?

If your agency is having problems in enforcing a contract, contact your district's legal counsel.

**8000.08**      **NOTICE OF NON-DISCRIMINATION**

The Americans with Disabilities Act of 1990 (ADA) requires state agencies to continuously let people know that they do not discriminate against people with disabilities in their programs, services, and activities and that they will provide equal communication services and devices upon request. One of the most popular options for providing that information is to put a statement on all publications, including requests for proposals, contracts, brochures, and reports.

Members of the public are becoming increasingly aware of the notices, so it is important not to overlook the ADA statement on your printed documents. Agencies should plan for the inclusion of the notice before it is printed. Print Services does not edit printing projects for content, including the statements for ADA. Therefore, agencies need to plan in advance to include the ADA statement and avoid the last minute adjustments for the inclusion of the statement.

For information on providing alternate accessible formats, contact your MTSBA with your ADA Compliance Coordinator.



## 8000.09 INSURANCE REQUIREMENTS

Generally, insurance should be required of contractors doing work for a district in order to transfer the risk of loss to the contractor. There are five separate types of insurance requirements that should be evaluated and included in the solicitation document for bids and proposals. The five types of insurance are:

- **Commercial General Liability Insurance:** should be required when contractors perform work on state premises or property, other than the routine delivery of supplies. This coverage should be required where supplies or services are procured that may seriously damage information technology networks or other important, critical, or complex systems or processes and thereby damage or create liability for the state.
- **Automobile Insurance:** should be required if the contractor will be transporting state employees, state guests, state clients, or state products as part of the contract.
- **Professional Liability Insurance:** should be required for anyone who gives advice or provides services on which others have reason to rely and may be subject to legal action if the advice or service proves faulty.
- **Property Insurance:** should be required in any contract that involves lease, renovation, or construction of state buildings.
- **Workers Compensation:** Workers' compensation insurance or proof of an exemption is required on all state service contracts. Proof of an independent contractor exemption must be on the form furnished by the Montana Department of Labor and Industry entitled "Certificate of Independent Contractor Exemption."

Contact your district's insurance carrier and legal counsel prior to executing a contract to ensure all risk is being assumed by contractor completing project.

# District Clerk Report

DECEMBER 18, 2019

GALLATIN GATEWAY SCHOOL DISTRICT #35

## **BUSINESS/FINANCIAL:**

- Documents sent to Denning, Downing, & Associates for FY19 Audit- Dec. 11
- Compensation & Expenditure Report submitted to OPI- December 9
- Rural Salary Survey submitted to MSSA- December 2
- Working with BMS to deal with conversion issues in Fund 115
- Completed ERate Form 470 with Nicole Jones for FY21- November 1
- Top Taxpayers in Gallatin Gateway School District (enclosed)- two lists
  - 1) Top 10 Taxpayers from 2016 and 2) Top 100 Taxpayers from 2019.

## **FACILITIES:**

- Chain link fence repairs have begun and should be completed soon
- Main front doors need repair/adjustment due to new carpet in entry- Valley Glass and Windows has been contacted for repairs (recommendation from Security Solutions) and will get on the schedule in the next few weeks
- Heating System Repairs by Core Control
  - 2 Air release valves replaced

## **FOOD SERVICE:**

- Food service summary for Board (enclosed)

## **TRANSPORTATION:**

- OPI Transportation Audit- findings and response enclosed
- Transportation summary reports (enclosed)
- Bus Driver Training- Nov 11- 1st & CPR certification completed

## **ADULT EDUCATION:**

- Summary of course attendance and estimated course revenue enclosed
- Wreath making and gnome making classes were both sold out!
- Spring semester schedule will be released next month



New gate and the chain link fence moved back for easier access for delivery trucks.

## **UPCOMING SCHOOL BOARD TRAINING OPPORTUNITIES**

**Back to School Legal Primer-**  
video links sent Sept. 30

**Special Education & Disability Accommodation Training-** online video links sent Nov. 26

**Innovations Symposium-**  
online video links sent Dec. 12

*Please let Carrie know when you completed each training by using the Google Doc shared with you, so it can be reported to MTSBA for credit.*

## **IMPORTANT DATES:**

**December 12-** 1st Day to file as a Trustee Candidate for the May 2020 election (2 openings)

**December 19-** Winter Program @ 6:30pm

**December 20-** Last day of school before Winter break

**December 21-Jan 5-** Winter break-- *District Clerk is not planning on working from December 24 (afternoon)- January 5.*

**January 15-** Regular Board meeting at 6pm

Date: 11/23/2016  
Time: 10:57:46  
Oper: mzadow

GALLATIN COUNTY  
Top 10 Taxpayer Report

Page: 1

RANGES: LEVY DISTRICT: (R) 0364 - 0364  
EXCLUDE CLASS CODES: (A)  
TAX TYPE: (R) RE - RE

OPTIONS: TAX YEAR: 2016 # TO DISPLAY: 10 REPORT TYPE: T  
# OF COPIES: 1

Name	Total Count	Total Market	Personal Taxable	Personal Market	Taxable
TURNER ENTERPRISES INC	132	9,215,387	124,067	128,894	1,934
TS FOUR LLC	2	3,005,800	56,810	0	0
INGRAM KEITH MICHAEL & SHEILA L	4	3,588,880	56,716	0	0
M & M HOSPITALITY LLC	4	2,727,940	51,558	0	0
SHAW FAMILY TRUST	12	2,905,942	41,462	0	0
AMERO SCOTT M & KAREN F	5	2,154,604	29,087	0	0
CAMPBELL BARBARA	7	1,918,679	26,530	0	0
STATION FOUNDATION HOLDINGS	3	1,529,622	25,927	0	0
SHEPHERD KEN & MARY	4	1,239,130	22,925	0	0
TRITON II LLC	6	1,512,504	20,885	0	0

**Gallatin Gateway School District Top 100 Taxpayer Report**  
Tax Year 2019

Name	Total Market Value	Total Taxable Value
1 NORTHWESTERN ENERGY-T & D	8,928,575	1,071,432
2 TURNER ENTERPRISES INC	10,970,832	152,339
3 INGRAM KEITH MICHAEL & SHEILA L REV LIV	4,736,364	77,596
4 M & M HOSPITALITY LLC	3,663,139	69,233
5 TS FOUR LLC	3,059,100	57,817
6 SHAW FAMILY TRUST	3,411,087	50,127
7 GRAVEL HOLLOW LLC	2,800,560	37,812
8 AMERO SCOTT M & KAREN F	2,756,302	37,402
9 ADR INVESTMENTS I LLC &	1,661,200	31,396
10 SHEPHERD KEN & MARY	1,697,610	31,341
11 VERIZON INC	518,161	31,090
12 STEPHENS DAVID & VANESSA	2,021,033	28,187
13 QWEST CORPORATION AND OR CENTURYLINK INC	446,239	26,774
14 BENSLEY RI LLC	1,351,000	25,534
15 TRITON II LLC	1,759,738	24,261
16 BAUERLE WILLIAM R & KIIRA M & ROBERT H &	1,281,900	24,228
17 MMWOB INVESTMENTS LLC	1,273,900	24,077
18 BOCKNESS JONATHAN J	1,321,314	22,574
19 GOERTZ ROCKNE J	1,635,005	22,226
20 STEARNS JAMES A & ROSEMARY S	1,522,520	20,727
21 DERHAM GLENNA	1,359,937	20,045
22 AT&T MOBILITY LLC	330,096	19,805
23 KENDALL RICHARD JR & KRISTI L	1,430,629	19,727
24 CENTRAL HOLDINGS LLC	1,048,702	19,632
25 UMBAUGH WILLIAM O TRUSTEE	1,259,965	19,494
26 WEBSTER JOSEPH A III & MARY C	1,487,487	19,343
27 ADAMS TANNIS H	997,485	18,852
28 HUTTINGA RICHARD & KATHRYN	1,104,373	17,786
29 HART LEE I & SANDRA	1,011,768	17,548
30 TSCHACHE CHALET LLC	1,295,541	17,489
31 KOBER LYNN E REVOCABLE TRUST DTD 4/22/08	1,242,271	16,908
32 ROSENGREN MICHAEL J & MICHELLE ANNE	1,250,939	16,887
33 MAIDENS DUANE M & MICHELE G	1,234,759	16,804
34 LYNN BONNIE	1,234,624	16,667
35 HINTZPETER ERVIN D JR TR	1,230,109	16,607
36 HENDERSON JAMES D JR 1/3 INT &	1,213,459	16,381
37 BLACK A H CO	1,198,897	16,348
38 SIME GARTH & CAROLYN FAMILY TRUST DTD 9/	1,196,715	16,347

Gallatin Gateway Top 100 Taxpayers

39	J & K PROPERTIES LLP	860,007	16,254
40	STALNAKER STEPHEN & DEANNE	887,436	15,955
41	HUTCHISON DAVID A & FELICIA	1,087,206	15,721
42	NELSON ENTERPRISES FAMILY L P	1,276,796	15,531
43	L7 ENTERPRISES LLC	819,900	15,496
44	ROBERTS GARY & KIM CO TRUSTEES	1,133,327	15,478
45	ERWIN SPENCER JOHN & MARY KATHERINE	1,129,677	15,389
46	CHOATE ROBIN GAYLE & DARRELL L	1,132,760	15,292
47	WASSEROTT PAUL D	1,129,989	15,254
48	DIAMOND K DEVELOPMENT LLC	790,400	14,938
49	YOUNG E PAUL & DEBRA ANN	1,085,845	14,659
50	YELLOWSTONE GROUP LTD LLC	827,545	14,556
51	NEAL ROBERT R & KEVIN B	1,067,928	14,554
52	UNDERWOOD VERNON O LIV TR DTD 11/19/99	1,066,948	14,534
53	LBJ PROPERTIES LLC	1,016,914	14,313
54	RYLES KAMI & TRENT	1,038,292	14,017
55	BAUMANN RICHARD J	733,127	13,856
56	KNUTSON DALE E & JOY D	996,699	13,639
57	HARGROVE MARIAN JEANNE (1/2 INT)	782,491	13,487
58	STANLEY PAUL D & MAROLYN J TRUST	962,370	13,483
59	BEAN MARY CATHERINE	992,574	13,400
60	MURI RON	975,955	13,317
61	MIELKE LLOYD N &	985,430	13,304
62	BALES CHRLES C JR	962,621	13,272
63	LOSINSKI EDWARD J & JANE E	963,903	13,158
64	LOHSS CHRISTOPHER J	692,300	13,085
65	LARSON PAUL & SUZANNE B TRUSTEE	952,288	12,856
66	HINTZPETER ERVIN D JR TRUSTEE	939,701	12,686
67	KEIGLEY CHARLES GERALD JR & JUDY IVY	939,374	12,681
68	ASPEN SPRINGS LEASING LLC	748,610	12,628
69	MCREYNOLDS H DAN & LINDA L	805,408	12,589
70	KIRK ROGER S	932,200	12,584
71	MYER MICHAEL A &	909,799	12,565
72	LINDSTROM JOHN HOWARD & KATHRYN FREESE	925,300	12,491
73	DEATS KENNETH R & CHERYL H	923,100	12,461
74	JOHNSON LARRY W TRUSTEE	922,349	12,451
75	FLUKE TERRY MCFARLAND TRUSTEE	793,389	12,421
76	MARSHALL DOUGLAS W & SUZANNE C SMITH-	909,214	12,411
77	NELSON MARK & CORINNE LIVING TRUST	905,434	12,387
78	INMAN DAWN A	906,079	12,292
79	CAMPBELL JAMES D II	889,652	12,247
80	WASSON CHRISTINE & PAUL	889,040	12,002
81	HAM TONY L & LUCINDA N	878,819	11,917

Gallatin Gateway Top 100 Taxpayers

82	MOSS STEVEN & JOAN K	870,535	11,889
83	CHURA FAMILY LIMITED PARTNERSHIP	627,600	11,862
84	MIDDLETON JAN LLC	627,100	11,853
85	WALKER CALEB L & LAURA L	875,131	11,815
86	VON PENTZ ROBERT A & ANN K	872,241	11,775
87	WEINBERG MATT & SARAH LIV TRUST DTD 6/12	853,371	11,668
88	HOLT CARMEN G REV LIV TR DTD 10/21/16	842,582	11,659
89	ALLEN MULQUEEN LIV TR DTD 11/29/07	852,941	11,650
90	MILLER JOHN GARTH OLIVER	852,597	11,648
91	VON STADE CHARLES S JR & ELEANOR T	862,745	11,647
92	NESHIEM PAULETTE R &	832,857	11,629
93	HARVEY ROBERT J &	847,993	11,583
94	AIRHART CHAD R & CRAIG J	611,900	11,565
95	PAWLACYK THOMAS J & EILEEN M	854,232	11,532
96	FOX LIVING TRUST	809,952	11,490
97	ARNESS DON S & LINDA G	840,375	11,484
98	LAHENDRO BERNARD & SANDRA	838,248	11,460
99	SCHWARZE JUERGEN & HEIKE	829,827	11,381
100	AMEND JOHN ERIC	712,600	11,364



# GALLATIN GATEWAY SCHOOL

SCHOOL DISTRICT #35 • P.O. BOX 265 • GALLATIN GATEWAY, MONTANA 59730 • 763-4415

TO: Donell Rosenthal, Pupil Transportation Director  
FROM: Carrie Fisher, District Clerk *CF*  
DATE: November 26, 2019  
RE: FY2019 Transportation Desk Audit Findings Response

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Findings:

### School Bus Driver Training Information

Though the District has been tracking driver training hours on timecards, a detailed record of training hours has not been maintained by the District. In addition, the District has not maintained a record of a detailed driver-training program.

**Identification of parties responsible for corrective action(s):** Carrie Fisher, District Clerk

As the individual responsible for overseeing transportation beginning in FY20 the District Clerk will be responsible for developing a bus driver training program each year and maintaining a detailed record of training hours for all drivers.

**Implementation of timeline:** Immediately

Steps will begin to be implemented immediately, with the goal of full implementation by the start of the 2020-2021 school year.

**Specify action(s) to be taken:** A detailed training plan will be developed each year and presented to the school board for review. In addition, the District will begin using the "Driver In-Service Training Form" provided by OPI to document all training received within the District. Likewise, drivers will be required to provide certificates from any other training obtained outside of the District.

**Define completion date:** Complete implementation will occur for the 2020-2021 school year. The implementation process will be evaluated for effectiveness at the conclusion of the 2020-2021 school year and adjustments will occur based on the evaluation.

Cc: Theresa Keel, Superintendent of Gallatin Gateway School  
Matthew Henry, Gallatin County Superintendent of Schools  
Gallatin Gateway School Board of Trustees

## TRANSPORTATION SUMMARY 19-20

<b>TRANSPORTATION SUMMARY 19-20</b>				
	<b>Total riders registered:</b>	<b>Driver:</b>	<b>Bus Model:</b>	<b>Rated Capacity:</b>
North	25	Mrs. Brenner	2018 Bluebird	71
South	40	Mr. Lee	2020 International	71
<b>September 2020</b>				
	<b>NORTH</b>		<b>SOUTH</b>	
	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>
AVERAGE # RIDERS:	8.6	8.8	10.2	10.6
Average % OF TOTAL:	34.32%	21.96%	25.53%	26.55%
MIN/ROUTE:	1	4	3	5
MAX/ROUTE:	12	15	15	18
AVERAGE/ROUTE:	8.68		10.41	



# FOOD SERVICE SUMMARY

2019-2020

	AVERAGE # OF STUDENTS PER DAY	AVERAGE % OF STUDENTS	AVERAGE # OF ADULTS PER DAY	AVERAGE COST/MEAL PER DAY
BREAKFAST	17.60	10.48%	0.40	\$2.92
SECOND CHANCE BKFST	41.77	33.96%	n/a	\$1.63
LUNCH	124.82	74.30%	9.09	\$3.21
K-2 SNACK	45.16	100.36%	n/a	\$0.27
AFTER SCHOOL SNACK	14.83	14.98%	n/a	\$0.86
<b>OTHER INFO:</b>				
ENROLLMENT	168			
3-8 ENROLLMENT	123	(2nd Chance Breakfast)		
K-2 ENROLLMENT	45	(Snacks)		
K-5 ENROLLMENT	99	(Later Gators)		
BREAKFAST	\$1.75			
LUNCH	\$2.95			
K-2 SNACKS	\$50/YEAR PER STUDENT			

## Adult Education Summary

2019-2020

Course	Course Attendance	Course Fees Collected	Estimated Instructor Costs	Course Material Costs	Estimated Net Profit
Outdoor Survival	6	\$150.00	\$90.00	\$0.00	\$60.00
Drawing	6	\$288.00	\$180.00	\$0.00	\$108.00
Guitar	5	\$625.00	\$450.00	\$0.00	\$175.00
Country 2-Step	11	\$85.00	\$45.00	\$0.00	\$40.00
Meal Planning	6	\$60.00	\$0.00	\$0.00	\$60.00
Water Color	4	\$120.00	\$180.00	\$0.00	-\$60.00
Sushi Rolling	9	\$360.00	\$120.00	\$45.00	\$195.00
CPR/1st Aid (canceled)		0	0	\$30.00	-\$30.00
Running on Empty	2	\$20.00	\$0.00	\$0.00	\$20.00
Wreath Making	20	\$1,000.00	\$150.00	\$364.23	\$485.77
Holiday Painting	6	\$120.00	\$0.00	\$0.00	\$120.00
Holiday Gnome	22	\$440.00	\$60.00	\$176.00	\$204.00
Holiday Chalk Art	6	\$180.00	\$60.00	\$90.00	\$30.00
<b>AVERAGE/TOTALS:</b>	<b>8.58</b>	<b>\$3,448.00</b>	<b>\$1,335.00</b>	<b>\$705.23</b>	<b>\$1,407.77</b>
<i>as of December 16, 2019</i>					



Gallatin Gateway School

Gallatin Gateway Students

Vote YES!



Gallatin Gateway School  
100 Mill Street  
Gallatin Gateway, MT 59730

Paid For by - Gallatin Gateway School - Parents Organization

## Owner's Representative - RFQ

Prepared for: Gallatin Gateway School

Prepared by: Daniel A. McGee, President

December 13, 2019

Gallatin Gateway School

P.O. Box 265 (100 Mill Street)

Gallatin Gateway, MT 59730

fisher@gallatingatewayschool.com

**Cover Letter/Statement of Interest - RE: Gallatin Gateway School –Request for Qualifications: Owner's Construction Representative**

Dear Ms. Fisher,

Thank you so much for the opportunity to work with you and your school district on its facility expansion/renovations in Gallatin Gateway, Montana. This planning is an exciting step for your project, and one well worth the undertaking.

Understanding that the goal of your RFQ scope is to identify and select a qualified Owner Construction Representative to assist you in the development of your district's long-range planning efforts. My qualifications uniquely position Building, Mind, and Body and its team members for this role, as your Owner Construction Representative.

Having the forethought as an owner to incorporate an owner representative early in the process to assist in developing the programming, budgeting, conceptual design, and public education of your project shows that you understand the difficulty of establishing a construction project. In my 26 years of design, construction, and management experience, I have seen only a few districts think through this process quite the way your district has. I have had the pleasure of being involved in each of them.

BMB will offer you a professional approach that will help you to articulate your vision. We together will identify priorities and implement the project with the most significant impact in collaboration with you, your board of trustees, the community, and the end-users.

I am honored to share my experience and expertise to achieve this most exciting project for the Gallatin Gateway School and the community that it serves.

Sincerely,



Daniel A. McGee, President  
Building, Mind, and Body, LLC.  
2291 West Broadway, Suite 4  
Missoula, MT 59808  
406.544.2815  
danmc@buildingmindandbody.com

Re: Owner's Construction Representative services for Gallatin Gateway School from Building, Mind, and Body, LLC (BMB)

Thank you for allowing us to respond to your Request for Qualifications. This package is our response to your RFQ submission outline.

The following are in direct response to your RFQ document. *Please note, to limit duplication and pages, I have listed the corresponding questions at the beginning of each paragraph. The text in "Italics" indicated what RFQ questions that are being answered in each section. These include:*

- *Documentation on significant projects of similar scope, with project description and professional involvement.*
- *Evidence of experience in construction management, field supervision, current construction methods and materials, technology design and applications: project manager: sustainable project management and construction (school buildings or other)*
- *Examples of services you have provided for previous school building or similar projects (including experience in evaluating how the project fulfilled the needs and requirements of the client).*
- *Demonstrate experience with projects budgeted at \$10M or more.*
- *Experience in architecture and design (including knowledge and experience with LEED projects). – **My architectural team will bring LEED knowledge and experience***
- *Submit resumes for each person or persons proposed to work on the project and define the scope of responsibilities for each person's role. – **Attached pages***

*Evaluation Criteria:*

- *Pertinent experience of the applicant with preferred background in school construction*
- *Resumes of key personnel – **Attached as additional pages***
- *Commitment of specific personnel to the project*
- *Understanding of School needs and requirements*
- *Community engagement and communication strategies*
- *Fee Structure and Cost*

### **Background and understanding**

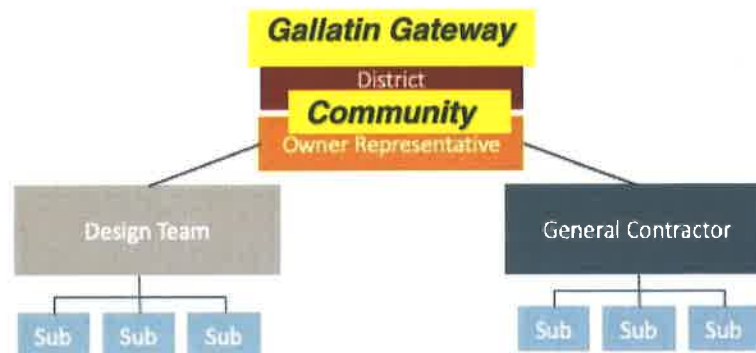
- *Understanding of School needs and requirements*

BMB will be the school district's direct link between both the Architectural Design team and the General Contracting teams. There is no need for the district's administration, staff or community to have full knowledge of the design and construction process. Your owner's representative will provide a filtered decision-making process that will allow for a quick, educated decision to be made. Delivering this very complicated and delicate design/construction project will be an effort that requires a great deal of flexibility from all parties involved. My role as your district's owner representative will be to ensure that the project moves through the design and construction process with minimal impact to the staff, students, and community of the Gallatin Gateway School.

This project is like an enormous puzzle that has many moving parts. We, the owner's team, must establish your project goals based on the district visioning/master planning efforts and develop the guiding principles for the project. These principles will need to be reviewed early and often to ensure that our selected design/contracting teams have a clear direction. We will continue to define not only the district and communities' needs clearly but wants from this project. We will look to our selected partners for guidance and options to solve this puzzle.

We will drive the design and construction process not as the lead but as a working partner within the design and construction process. BMB will work to carefully direct the facilities committee to provide clear and concise direction to our design/construction team. These efforts will limit expending design hours (dollars) on items and issues that do not align with the district guiding principle. We will focus on meeting common project goals, not minimum design requirements with an emphasis on cost control, while still meeting project functionality goals.

The process will require many meetings for collaborations throughout the design as well as construction. Many owner representatives will look at this project as a lump sum project based on a percentage of construction costs. BMB will look at this project differently and collaborate as a partner with the district to create reasonable budgets for each phase of work.



BMB will be the lead for any owner required consultants and will provide a list of potential sub-consultants that the district may need. Daniel McGee will be the contact person for the Gallatin Gateway School. Daniel McGee, and Building, Mind, and Body LLC, has successfully provided design, construction, and management services for the last ten years of his 26-year career. During that time, the above organization chart has always been the same, the names may be different, but the owner has always come first.

With BMB, no matter what stage of your project, visioning, planning, conceptual design, project budgeting, bond education, or bond marketing, you will only have one phone number to remember. The commitment of Daniel and his team will continue through the delivery of this project.

- *Documentation on significant projects of similar scope, with project description and professional involvement.*
- *Evidence of experience in construction management, field supervision, current construction methods and materials, technology design and applications: project manager: sustainable project management and construction (school buildings or other)*
- *Examples of services you have provided for previous school building or similar projects (including experience in evaluating how the project fulfilled the needs and requirements of the client).*
- *Demonstrate experience with projects budgeted at \$10M or more.*
- *Pertinent experience of the applicant with preferred background in school construction*
- *Understanding of School needs and requirements*
- *Community engagement and communication strategies*

**Florence-Carlton School District – 2017 – Present**  
 Superintendent Edward “Bud” Scully  
 (406) 273-6751  
[scullyb@florence.k12.mt.us](mailto:scullyb@florence.k12.mt.us)

Daniel McGee has had a personal relationship with the district since 2009 and has worked as the district's resource for grant writing, construction manager, owner representative, and bond specialist. My work has included the writing and delivering of multiple Quality School Planning & Project grants.

Recent work has been acting as the district's owner representative in the development of visioning/planning documents, pre-bond, bond marketing, design, and general contractor selection. This work has led to a project concept that could be used to present the district's needs to the public. Early on, the administration realized that it would need assistance in moving from the visioning process to the bond process.

Current Project: Owner's Construction Representative – Planning/Pre-Bond work, Bond marketing, Development of Design/General Contractors RFQ's, Design Management, and construction oversight.

Delivery Method: General Contractor/Construction Manager (GC/CM)

Project Budget: **\$15,975,000+**

Outcome: Preliminary design is being completed to allow for budgeting and commencement of Schematic design.

My contract included an architect as a sub-consultant to BMB to put very preliminary visioning plans (complete by the district educational planner). This work leads to an image that could be used in public presentations and used to present the needs of the district within the local community. Hosting public meetings and working with the district board of trustees to sell the idea. Also, working with the district's various parent organizations to rally the public for support of this bonding efforts.

Having continuous representation and a familiar voice to work on your behalf is critical at this stage for the success of your project. BMB will have the pleasure to help in the implementation of your vision and allow for continuity of that vision to the design and construction teams.



Dillon Elementary School, Dillon, MT – 2009 – 2013  
Superintendent Dr. Glen Johnson (Retired)  
(406) 491-2858  
[gajohnson1980@gmail.com](mailto:gajohnson1980@gmail.com)



Daniel McGee has had a personal relationship with the district since 2009 and has worked as the district's resource for grant writing, owner representative, and commissioning agent. My work has included the writing, and delivering of multiple Quality School Planning & Project grants, planning & visioning efforts, bond development, and education, and owner representation for the delivery of a new 9,000 square foot building addition allowing the district to consolidate its resources under one roof. The project provided a new full size junior high basketball court, weight room, library, and district offices, as well as major renovation and upgrades to the two existing campus buildings.

Delivery method: Alternative Deliver "Design-Build."

Project Budget: **\$9.0 million**

Outcome: Using an alternative delivery method has allowed the district to work with its selected partners to deliver this construction project in on time and under budget.

My work for the district had been acting as the district's owner representative in the development of visioning/planning documents precisely like the path of delivery you have chosen to take. Early on, the district realized that it would need assistance in moving from the visioning process to the bond process. My work included hosting public meetings and working with the district board of trustees to sell the idea to the community.

Dr. Johnson, the board of trustees, and the facilities committee realized having a continuous representative and a familiar voice to work on the district behave was critical. Understanding that I had been part of its community's process for many years, it was a simple choice to work with myself to deliver the project.

**Clinton Elementary School – 2012 - Present**  
Superintendent Tom Stack  
(406) 825-3113  
[tstack@clintoncougars.com](mailto:tstack@clintoncougars.com)

Daniel McGee has had a personal relationship with the district since 2012 and has worked as the district's resource for grant writing, owner representative, and bond specialist. My work included writing, and delivering multiple Quality School Planning & Project grants, planning & visioning efforts, bond development, and education. BMB is now working as the owner's representation for the delivery of a new 15,000 square foot building addition accommodating the junior high classrooms, junior high gymnasium, and interior renovations.

Delivery methods: Alternative Deliver "Design-Build."

Project Budget: **\$4.0 million**

Outcome: Using an alternative delivery method has allowed the district to work with its selected partners to deliver this construction project in a very short time frame. The (4) classroom addition will be completed in less than 2 ½ months. The district replaced (2) modular classrooms that could not be removed until after school was out for the summer. The project is currently under budget and on schedule.

My work for the district has been acting as the district's owner representative in the development of visioning/planning documents precisely like the path of delivery your district is considering. Early on, the administration realized that it would need assistance in moving from the visioning process to the bond process. BMB was working with an Architect as a sub-consultant developed preliminary visioning plans (complete by the district's facilities committee and BMB). These efforts created something that could be used in public presentations to discuss the needs of the district with the local community members. Hosting public meetings and working with the district board of trustees to sell the idea, as well as working with the district's various parent organizations to rally the public for support of this bonding efforts.

Mr. Stack, the board of trustees, and the facilities committee realized having a continuous representative and a familiar voice to work on the district behave was critical. Understanding that I had been part of its community's process for many years, it was a simple choice to work with BMB to deliver the project.

Superior School District – 2012 - Present  
Superintendent Scott Kinney  
(406) 822-3600  
[srkinney@ssd3.us](mailto:srkinney@ssd3.us)

Daniel McGee has had a personal relationship with the district since 2012 and has worked as the district's resource for grant writing, owner representative, and bond specialist. My work has included the writing, and delivering multiple Quality School Planning & Project grants, planning & visioning efforts, bond development, and education, and owner representation for the delivery of a new 15,000 square foot building addition accommodating the junior high classrooms, carrier technology classroom and shop spaces and a new health enhancement classroom.

Delivery methods: Alternative Deliver "Design-Build."

Project Budget: **\$3.5 million**

Outcome: Using an alternative delivery method has allowed the district to work with its selected partners to deliver this construction project in less than 12 months. The project was under budget and had a very successful outcome.

My work for the district has been acting as the district's owner representative in the development of visioning/planning documents precisely like the path of delivery you have chosen to take. Early on, the administration realized that it would need assistance in moving from the visioning process to the bond process. My work included working with an Architect as a sub-consultant to BMB to put very preliminary visioning plans (complete by the district's facilities committee and BMB) into something that could be used in public presentations to discuss the needs of the district with the local community members. Hosting public meetings and working with the district board of trustees to sell the idea, as well as working with the district's various parent organizations to rally the public for support of this bonding efforts.

Mr. Kinney, the board of trustees, and the facilities committee realized having a continuous representative and a familiar voice to work on the district behave was critical.

Understanding that I had been part of its community's process for many years, it was a simple choice to work with BMB to deliver the project.

**Butte School District** – Butte, MT – 2009 - 2017  
Facilities Director Jed Hoopes (Retired)  
(406) 533-2490

Delivery method: Alternative Deliver "Design-Build."  
Project Budget: \$5.5 million+  
Outcome: Using an alternative delivery method has allowed the district to work with its selected partners to deliver this construction project on time and budget.

**Montana City School District** – Montana City, MT – 2011 - 2015  
Superintendent Tony Kloker  
(406) 442-6779  
[tonykl@metnet.mt.gov](mailto:tonykl@metnet.mt.gov)

Delivery method: Alternative Deliver "Design-Build."  
Project Budget: \$5.4 million  
Outcome: Using an alternative delivery method has allowed the district to work with its selected partners to deliver this construction project on time and under budget.

Additional school projects completed or begun within the last ten years.

Stevensville Public Schools, Stevensville, MT – Design development of an elementary boiler replacement, campus energy audit, and owner's representative services.  
The project budget of \$235 thousand.  
Superintendent Dr. Bob Moore  
(406) 825-3114  
[mooreb@stevensville.k12.mt.us](mailto:mooreb@stevensville.k12.mt.us)

Laurel Public Schools, Laurel, MT – Design development of an alternative delivery project that upgraded and delivered building performance efficiency.  
The project budget of \$1.7 million.  
Superintendent Tim Bronk/Linda Filpula  
(406) 628-8623  
[linda\\_filpula@laurel.k12.mt.us](mailto:linda_filpula@laurel.k12.mt.us)

Additional school projects completed or begun within the last ten years with changes in administration.

Eureka Public School District – Master Planning & Visioning, currently assisting in capital planning and marketing – Asking for \$15.0 million. Developing proposal for Bond assistance – Superintendent Jim Mephram

Cascade Public Schools - Feasibility study to correct facility deficiencies, Master Planning for facilities renovations – Asked for \$3.2 million not approved by voters. Superintendent Justin Barnes (not with the district any longer)

- *Commitment of specific personnel to the project*

Daniel will be 100% available throughout the entire duration of this project delivery. As a team, we will define the duration of your project; this will allow us to understand better and develop the project cost/time estimates. Building, Mind, and Body, LLC is currently under contract for Owner Representative services with Clinton School District, Florence-Carlton School District, Beaverhead County High School, and Southwestern Montana Family YMCA.

- Daniel's selected partners will be able to provide the coverage to the Gallatin Gateway School for the duration of the project. We will coordinate to ensure the district has a continuous point of contact based on the best resource available.
- External sub-consultants and describe their roles and responsibilities with the Project Team – Resourced to limit overhead requirements for Pre-Bond services
  - In2itive Architecture – Marie Wilson – Owner/Principal – LEED Specialist
    - Jules Landis – Project Architect
    - Eryn Schwehr – Project Architect
    - Marisa Kramer – Project Architect
    - Mark Little – Architectural Associate
    - Emma Buboise – Office Administration

Additional resources available through BMB:

- Multi-State School Administration, and Facility Management Experience
- Educational Planning – Facilities Master Planning
- Environmental Consulting -
- Geotechnical Engineering

- *Fee Structure and Cost*

BMB's believes in developing a scope of work that will help define the number of hours required to place each piece of this very complicated puzzle. Many owner representatives will provide a fee proposal based on a percentage of construction; this is a great way to estimate the potential cost of these services but a lousy way to contract. We will look at each task and assign hours for each of these tasks and bill only the hours we use.

In contracting, we want to only negotiate based on a percentage when we know what the real cost is; an example would be when reviewing fee proposals for your architectural team, we will want to negotiate a small fee to start schematic design. Only after the contractor has provided initial project construction budget do we want to agree or negotiate fee on a percentage of construction basis.

BMB approach will begin to break the puzzle into pieces (phases) and estimate the hours needed to complete that phase. A phased approach will allow you the owner to understand what we feel it should take in hours to complete each phase of work to complete the puzzle. We will provide you with a breakdown of design and construction phases and a list of tasks associated with each phase and provide you with the total number of hours needed to complete that task. If the hours are not required to complete a task those hours are not billed. If additional hours are needed, we will take responsibility for underestimating what we need.

## **PROPOSED PROJECT RATES**

### **RATE SCHEDULE**

Principal	\$125/hr
Project Architect/Manager	\$100/hr
Architect in Training III	\$85/hr
Architect in Training II	\$75/hr
Architect in Training I	\$65/hr
Clerical	\$40/hr

### **REIMBURSABLE**

Consultants (if required)	Cost +5%
Consultant Reimbursable Expense	Cost
Printing & Reproductions	Cost
Mileage	.58/mile
Deliveries	Cost + Mileage
Postage	Cost
Other Project Expense	Cost

## Daniel A. McGee

(406) 544-2815  
danmc@buildingmindandbody.com

2291 W. Broadway, Suite 004  
Missoula, MT 59808

### Professional Profile/Objective

Twenty six (26) years of experience in the design and construction profession, including successful senior project management responsibility and experience in the fitness, healthcare, educational, and financial markets. My skills, experience, and qualifications are in direct alignment with your request for qualifications needs and my goal to further my business relationships.

### Related Experience

**President/Owner**, Building Mind and Body, LLC; Missoula, MT 2008- Present  
Owner Representative, Educational Design consulting (Visioning/Planning), Bond Marketing/Bond Education, Private Fitness Center / Provide Fitness Design. Consulting for owners that need new and or updated facilities, equipment selection, and/or materials selection, procurement and installation.

Achievement: Camp Mak-A-Dream – Board of Directors – President

Nationally recognized speaker in the fitness and medical fitness market.

**Account Executive**, McKinstry & Co.; Missoula, MT 2009 - 2017  
Account Executive/Program Management/Project Management and Senior Project Management for medium to large construction projects for different industries throughout the state of Montana. Work include development, contracts, financing, design in public markets that include K-12, Higher Education, Cities and Towns as well as private corporations.

**Market Sector Manager (Sport Sector)/Project Manager**, CTA Architects/Engineers; Missoula, MT 2003 - 2009  
Business Development/Program Management/Project Management for the Wellness and Fitness Market throughout the United States and in other global markets. Managed financial institute design, project management and all developments within this industry sector for the organization. Also provided Project Management leadership to construction and redevelopment projects for K-12 schools throughout Montana. This work allowed me to create of Building, Mind, and Body, LLC.

**Senior Design Production Manager/Project Manager**, KDW Architects; Seattle, WA 1993 - 2003  
Business Development, Project Management/Production Lead for Data Center design and construction management sector, as well as the Lead Production sector. This position included Telecom business development, design, lead production management responsibilities.

**Design and Sales Consultant**, Walker's Custom Cabinets; Seattle, WA  
Business Development/Customer Relations Management/Designer

1993

### Skills

Senior Project Management and Project Management; Sales; Project Budgeting; Design and Development; Account and Client Services; Excellent Communication, Organizational, Negotiation, and Facilitation Skills; Leadership and Team Skills; AutoCAD and Microsoft Suite of Software.

### Education

Phoenix Institute of Technology, Associates Degree - Architectural Drafting and Design

1991

Phoenix Institute of Technology, Associated Degree - Computer Aided Architectural Drafting and Design 1993

[References Available Upon Request](#)



#### Related Project experience

- Superior School District – Junior High Building Addition, and Renovation - \$3.3 Million
- Clinton Elementary School - Junior High Building Addition, and Renovation - \$4.0
- Florence-Carlton School District – K-5 Building Addition, and Renovations - \$15.95 Million
- Million Montana City School District – Mechanical systems upgrade, 18,000 square foot addition
- Hamilton School District, Washington Elementary Mechanical System Upgrades, Grant Assistance
- Dillon Elementary School, Grant Assistance, Planning Efforts, School Expansion Bond Marketing (Successful \$9.3 Million Dollar Bond Request)
- Polson School District, Grant Assistance, Energy Upgrades, High School Bond Marketing (Successful \$2.3 Million Dollar Bond Request)
- Butte High School, Grant Assistance, Energy Upgrades, Mechanical Upgrades – 6 phases of work completed over the past 7 years, \$3,500,000 of work completed.
- Florence-Carlton School District, Grant Assistance, Lighting Upgrades and Visioning & Master Planning - \$500,000 of electrical and mechanical upgrades completed.
- Laurel Public Schools, Grant Assistance, Lighting Upgrades and Visioning & Master Planning - \$500,000 of electrical and mechanical upgrades completed
- Manhattan School District – Mechanical systems upgrade - \$2,000,000 project cost
- Clinton School District – Master Planning & Visioning efforts, currently assisting in capital planning and marketing - Asking for \$2.8 to \$3,300,000
- Superior School District – Master Planning & Visioning, currently assisting in capital planning and marketing - Asking for \$3,230,000
- Eureka School District – Master Planning & Visioning, currently assisting in capital planning and marketing – Asking for \$18,000,000

#### Non-School related Experience – Hospitals, Financial Institutions, Technology Companies, Wellness

- Mineral Community Hospital, Superior MT, Clark Fork Valley Hospital, Plains, MT, First Interstate Bank, Missoula, MT, Missoula Federal Credit Union, Missoula, MT, Granite Health and Fitness, Billings, MT
- Microsoft Corporation, Redmond, WA, Qwest Communications, Seattle, WA, Provienna Fitness, Chicago IL.,
- The Summit, Kalispell MT.
- AT&T, Seattle, WA.
- The Athletic Club, Bermuda
- Gold's Gym International, Dallas, TX

# MEET OUR TEAM

## Marie Wilson, AIA, NCARB, LEED BD+C – Owner/Principal Architect

Education:	Master of Architecture – 2004 – Montana State University <i>With Honors, Salutatorian, AIA Henry Adams CERT, MSU Award of Excellence, Tau Sigma Delta</i> Bachelor of Environmental Design – 2003 – Montana State University Bachelor of Science – 1995 – Rocky Mountain College Associates of Science – 1993 – Sheridan Community College
Registrations:	Montana & Wyoming
Expertise:	Office, Multifamily, Educational and Wedding/Winery Venues
I2A Contribution:	Architect and Tireless Leader <i>Marie is both the laugh and the steady. She is quick to say yes, can follow through with any size project and works well with any combination of team.</i>

## *In2itive Architecture – Owner – 2008-Present*

- Types of Projects: Commercial and Residential
- Responsibilities: Project Management, Design, Proposals, Scheduling, Budgets, Construction Administration
- Project Range: \$25,000-\$23M
- Projects Include: New Construction & Renovation:
  - Commercial Offices, Retail, Multi Family, Educational and Intuitional
- Notable Projects:
  - MLEA: Renovation to Historic Dormitories, Cafeteria & Office Addition in Helena, MT
  - MHA-DB: 22 unit multifamily
  - Burton: 6 plex
  - Consumer Direct: 70,000 sf Office Building in Missoula, MT
  - Clinton School: 15,000 sf Addition and 30,000 sf renovation in Clinton, MT
  - Superior Junior High Addition: 15,000 sf addition in Superior, MT
  - Coca-Cola High Country: 68,000 sf Industrial/Warehouse
  - McKinstry Renovation: 3,000 sf office/shop renovation in Missoula, MT
  - Hamilton Job Service Renovation: 3,000 sf office renovation in Hamilton, MT
  - Bayern Brewery: Various addition/renovation projects in Missoula, MT
  - Bretz RV Warehouse: 7,000 sf shop building in Missoula, MT
  - Hellgate Elementary Upgrade: 15,000 sf lighting and ceiling upgrade in Missoula, MT

### *Encompass v2, LLC – Owner – 2013-2016*

- Types of Projects: Multifamily & Commercial
- Responsibilities: Architect of Record, CFO, Project Management, Design, Proposals, Scheduling, Budgets, Construction Administration
- Project Range: \$1.6-22M
- Notable Projects
  - Missoula Food Bank: 22,000 sf Mercantile and new home for the Food Bank in Missoula, MT
  - Katabatic Brewery and Apartment: 3,000 sf mixed use project in Livingston, MT
  - Capitol Court Apartments: 60 unit affordable housing development in Cheyenne, WY
  - Rock Creek Apartments: 12 unit affordable housing development in Gillette, WY
  - Sage Valley Apartments: 54 unit affordable housing development in Gillette, WY
  - Pheasant Ridge Apartments: 36 unit affordable housing development in Gillette, WY
  - Stoneridge Apartments: 48 unit affordable housing development in Bozeman, MT
  - Larkspur Commons: 136 unit affordable housing development in Bozeman, MT
  - Apsalooke Warrior Apartments: 15 unit affordable veterans housing development in Crow Agency, WY
  - Glacier Place Apartments: 48 unit affordable housing development in Laramie, WY
  - Good Food Store: 41,000 sf natural food grocer renovation and remodel project in Missoula, MT

### *MMW Architects – Project Architect – 2010-2013*

- Types of Projects: Institutional, Medical, Multifamily and Residential
- Responsibilities: Project Management, Proposals, Scheduling, Budgets, Construction Administration
- Project Range: \$1.6-13M
- Notable Projects:
  - MSU H&PE: \$12.6-million addition and remodel to the physical education complex location on the Montana State University campus in Bozeman, MT
  - School Boards Association: multiuse commercial/retail building located at the Great Northern Town Center in Helena, MT
  - Montana Department of Corrections: multifaceted project including a statewide master planning feasibility study, statewide energy assessment, Montana State Prison, ADA upgrades and addition to maximum security housing pod.

## Jules Landis, AIA – Project Architect

Education: Bachelor of Environmental Design – 1997 –  
University of Colorado at Boulder

Registrations: Colorado & Washington

Expertise: Lending Institutions, Hospitality, Educational

I2A Contribution: Content Manager

*Jules is In2itive's right hand and sometimes also the left! He is the whole enchilada, an eternal optimist and as a veteran architect himself can fulfill any role a project requires of him with grace!*

### Relevant Experience:

- MT Law Enforcement Academy: Renovation to Historic Dormitories, Cafeteria & Office Addition in Helena, MT
- Superior High School/Junior High Addition in Superior, MT
- Clinton Elementary School Addition and Renovation in Clinton, MT
- Consumer Direct Care Network – Phase II in Missoula, MT
- Coca-Cola High Country: 68,000 sf Industrial/Warehouse

## Eryn Schwehr, AIA, NCARB – Project Architect

Education: Master of Architecture – 2003 – Montana State  
University  
*With Honors, Minor in English Literature*

Registrations: Montana

Expertise: Multifamily, Mixed Use

I2A Contribution: *Eryn's discipline and efficiency brings some order to the office which can otherwise be sometimes chaotic! Her aesthetic is unsurpassed and her relationship with developers keeps her multitasking.*

### Relevant Experience:

- MT Law Enforcement Academy: Renovation to Historic Dormitories, Cafeteria & Office Addition in Helena, MT
- Mountain Lodge: Boyne Properties Dormitory Project, 65 Rooms
- Meadowview Condominiums HRDC: Big Sky Workforce Housing, Overall Project Planning, 26 Buildings, 52 units
- Mixed Use: Lots 3,4,5,6,7; All main level commercial with residential above
- Fort Peck Community College Faculty Housing (Project Architect) & Fort Peck Dormitory (Design, Production)

## Mark Little – Architectural Associate

**Education:** Master of Architecture – 2016 – Montana State University  
Bachelor of Environmental Design – 2015 – Montana State University  
*Anderson Masonry Design Competition (1<sup>st</sup> Place), Author K & Eva L Herrington Scholarship, George Nachtsheim & Arthur Nordling, Integrus Architecture Scholarship*

**Registrations:** NA

**Expertise:** Office, Rendering, Production

**I2A Contribution:** Resi Director and Aspiring Commercial Guru  
*Mark is the office commender in chief, keeping us all moving forward, making progress and smiling! Mark is quickly becoming irreplaceable professionally and as morale master! He is also the Founder of the Society for the Advancement of the Color Orange.*

### Relevant Experience:

- MT Law Enforcement Academy: Renovation to Historic Dormitories, Cafeteria & Office Addition in Helena, MT
- Superior High School/Junior High Addition and Renovation in Superior, MT
- Clinton Elementary School Addition and Renovation in Clinton, MT
- Consumer Direct Care Network – Phase II in Missoula, MT

## Marisa Kramer, AIA, NCARB – Project Architect

**Education:** Master of Architecture – 2003 – Montana State University *with honors, minor in English Literature*

**Registrations:** Montana

**Expertise:** Animal Facilities, Healthcare, Commercial, Hospitality, Educational, Residential

**I2A Contribution:** Sustainable Lead and Technical Overseer  
*An eternal optimist, Marisa provides an unwavering commitment to all things warm, fuzzy and societally responsible.*

### Relevant Experience:

- Bitterroot Humane Society
- Missoula Emergency Vet Clinic
- Salvation Army Community Center
- Saint Partick Hospital/Providence
- Willard High School
- Big Sky High School
- Lewis & Clark Elementary

- Deer Lodge Medical Center

## **Emma Duboise – Office Administration**

**Education:** Business Administration Major– Intended Graduate of 2021 – University of Montana Western

**Registrations:** NA

**Expertise:** Office Management, CAD, Project Delivery

**I2A Contribution:** The Organizer

*Emma is instrumental in smoothing out the ups and downs of the architectural chaos. She has become an essential link in our team and will tackle anything with enthusiasm.*



**RFQ RESPONSE FOR OWNER'S REPRESENTATIVE  
GALLATIN GATEWAY SCHOOL DISTRICT #35  
December 13, 2019**



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

406.412.7650



December 10, 2019

Gallatin Gateway School District #35  
100 Mill Street  
Gallatin Gateway, Montana

RE: Request for Qualifications for an Owner's Representative

Dear Gallatin Gateway School District,

QuEst Services Corporation is a Billings, Montana Based Preconstruction and Construction Management firm. We have been operating in Montana for over 6 years now. QuEst has had operations in Phoenix, Arizona, Atlanta, Georgia and Seattle, Washington over a 20-year time span and continue to have staff located nationally to keep our finger on the pulse of the industry for the benefit of our clients and to serve their needs effectively. We would be proud to be a part of your School District Construction Project.

We are keenly interested in submitting for position of Owner's Representative for the project located on the Gallatin Gateway School District Campus. This is an exciting project, not only for the School District, but for the Community as well. QuEst has made an effort to focus on providing the finest Preconstruction and Construction Management Services for many School Districts in Montana. Our focus has been very beneficial for typically small, rural School Districts like yours, as we know you sometimes get overlooked when services are needed because of the smaller scale of the District. QuEst is a featured Business Partner with **SAM** (School Administrators of Montana) and is currently completing the execution of a Memorandum of Understanding with the Montana Cooperative Services director, Dave Puyear. This will afford MCS members who take advantage of the combined purchasing power to get the lowest rates and fees associated with Independent Construction Management for all your needs. Even though we may not have fully executed our agreement with MCS by the time you make a selection for Owner's Representative Services, QuEst will commit to "grandfathering" in your project so that the fees that would normally go to MCS for a project will be paid by QuEst per the fully executed agreement terms of the MoU. QuEst Services Corp is **COMMITTED** to Montana Schools AND Gallatin Gateway School District!!

As you are aware, there are many challenges associated with projects of this size and scope which makes these projects suited extremely well for Quest Services Corp. The main function we would serve in executing these projects is to use our experience in being the District's "eyes and ears" making sure all team members are accountable for





execution of their portion of completing these projects. We also bring our expertise to all the work that is needed in a project before a shovel takes one scoop of dirt!

Safeguarding the Owner's interest is vital not only to the District, but the Community at Large. The Community has entrusted you to shepherd the funds allocated for this project so that all residents of Gallatin Gateway receive the greatest return on their investment which is primarily the students of Gallatin Gateway, but also for a Capital Investment in the Community as a whole.

Managing multiple projects on different buildings and locations needs to be done in a way that eliminates the impact to the learning environment completely. QuEst has numerous experiences in managing projects to make them "invisible" to the end users. And last, but certainly *the* most important aspect is keeping the students, faculty, parents, and neighbors completely safe from the construction operations.

We will assist in soliciting Design Professionals early to develop a scope of work that give Gallatin Gateway the greatest return on investment for its students. Once that is completed QuEst will oversee and review cost accounting, estimating, Guaranteed Maximum Price presentation, Construction Project Scheduling as well as Owner specific Operational Scheduling, Subcontractor Bid Package Preparation, Construction Manager Pay Requests, FF&E (Furniture, Fixtures & Equipment) and many other areas that are required for a successful construction project.

As we will demonstrate in our response, our last few projects in Montana, the Roundup Elementary School, Roundup High School Renovation and the new Lockwood Highschool, have similar components to your project. We will share the successes and some of the lessons learned in making those and other projects successful.

Projects of this complexity and magnitude do not happen frequently within a School District. With our experience in all sections of the United States and over 6,000,000 square feet of K-12 School Construction Experience over the last 25 years, QuEst is uniquely qualified to make this not only a successful project for all the team members, but one that will be FUN for all parties involved as well. We've personally learned over the years that if you're not having fun in what you're working on, you are doing something wrong and need to change the way you do business. We've learned how to execute projects as fast as anyone in the nation and just as important, we've learned what NOT to do by observing and learning from mistakes over our careers.



Our experience is UNMATCHED by any of our competitors for this project in the following important areas:

- **Experience working in the small, rural communities** – Mark Qualman was the Project Executive and Senior Construction Manager for the Locker Room Renovation and New Front Entry at Roundup High School as well as the brand new Roundup Elementary School. We understand the Gallatin Gateway area is a tight-knit community that values hard-work and honesty and that the community as a whole is keenly interested in the outcome of this project.
- **Experience working with multiple Architects** – Over the last 5 years Mark Qualman has worked with multiple Designers on several projects in the capacity of Senior Construction Manager AND Owner’s Representative, as well as a direct Cost Consultant for many different firms. Every Architectural Firm has its own personality and culture and we want to embrace that, not force them to completely bend to ours. They all have good people, and we respect their abilities.
- **Wide Range of Project Size and Geographic reach.** Between Mark, Tristan and Tim, we have experience with all project types from bathroom renovations to Nuclear Power Plants and have worked in every region in the United States. That gives you our experience on additional materials, means, processes, procedures and methods to apply as needed to make your project successful.

We understand that you need someone on your team who can anticipate where the challenges will arise and what tools to use in order to turn those challenges into opportunities for improvement, and ultimately the best value, for the District and the students that it serves. QuEst has a unique team of professionals that has not only advised Owner’s on projects like this, but also have constructed them and overseen design of those projects as well. We have the experience as an advisor, a contractor, and a design manager all under the QuEst Services Corporation umbrella. Thank you for the opportunity to submit our RFQ for your exciting project. We won’t disappoint you!

Best Regards,

*Mark Qualman*

Mark Qualman, President & Owner

QuEst Services Corporation

406-412-7650



## SUBMISSION INFORMATION

In order to comply with the Submission Requirements for the Request for Qualifications, following is information designed to do just that.

**Company Background** – QuEst Services was formed in 2001 to fill a request by an Architectural Firm to assist their client with a difficult and contentious project for the Veteran’s Administration. We were asked to evaluate the Construction Manager’s budget and evaluate materials, means and methods that had put a high-profile project behind schedule and way over budget. QuEst did an evaluation of the budget, worked with the designers to phase the project and to remove sole source items in the Specifications and submitted a Schematic Design Budget of \$92 mm. This budget was \$8 mm less than the Construction Manager’s Schematic Budget Submission. The Construction Manager was terminated for cause at that point. QuEst continued to work with the Owner and the Architect through Design Development and beyond, until a set of biddable Construction Documents was issued. The project was bid out and went under contract at a low bid of \$90.8mm. QuEst was retained to manage any and all change orders and manage specified allowances. Thus, QuEst was born.

Following that project, QuEst successfully worked for the Fulton County School District as Owner’s Representative on 3 major complete High Schools. South Atlanta High, Decatur High School and Westlake High School. Projects ranged from 100,000 square feet to 350,000 square feet.

As those projects completed, the recession of the mid 2000’s hit the Southeast and Mr. Qualman returned to the General Contracting market during that time. QuEst continued to provide Preconstruction and Owner’s Representation for established clients in Georgia, Florida, Oregon and Illinois, doing so on an as needed basis. Clients such as VOA Architects, Jonathan Douglas Architects, Christopher K. Graeff Architects, Andersen Construction, MIKO Mechanical and the VA were all clients that QuEst contracted with prior to moving to Montana in 2012.

Fast forward to 2012, Mr. Qualman had an opportunity to return to Billings after leaving in 1995, opening a regional office for a Montana Regional General Contractor. Opening their office, Mark quickly built a backlog and reputation of once again, finishing on time, on budget and doing what he said he would do.

In 2014 after successfully establishing the General Contractor’s office in Billings, Mark decided to focus entirely on providing Owner’s Representation and Cost Engineering Services for School Districts, Owners and Architects as he saw a definite need in the Montana Market. QuEst was hired to perform Final Cost Auditing for Roundup High School and Roundup Elementary School resulting in a 6-figure reimbursement back to the Roundup School District. QuEst has also been retained by the Roundup School District to manage the Hail Damage Insurance Claim for all the



District's School Buildings in Roundup. QuEst continues to be Owner's Representative for multiple projects and buildings in Musselshell County for the County Commissioners. Lastly, QuEst was awarded the Owner's Representative Contract for the New Lockwood High School in Lockwood, Montana. **As part of the New High School Project, there were 23 additional Capital Improvement Projects that QuEst not only acted as the Owner's Representative on, but actually managed the Construction Projects for the District, saving them tens, if not hundreds, of thousands of dollars in General Contractor Fees and Costs.**

In summary of our experience, **QuEst has done over fifty projects** in the last couple years here in Montana as Representative of the Owner.

### **Qualifications and Experience**

Here are some of the highlights from Montana School Projects that speak to QuEst Services Corps qualifications.

- **Roundup High School Entry Renovation, Roundup, Montana** – Work consisted of approximately \$2.5mm in addition and renovation to the existing entry to the High School. In addition to this, a complete renovation to the Boys and Girls Locker Rooms, complete renovation of the new FCS Program Space as well as a Life Safety Upgrade to the Fire Alarm System. **Project Challenges:** Work was awarded as soon as school let out for the summer. Upon demolition of the space that would be the new FCS Classroom, asbestos containing material (ACM) was found. As you may know, during summer, a lot of the schools are abating ACM because school is not in session so we started behind the curve as most of the contractors that could perform this work were booked solid with work. After much legwork, we found a contractor that would abate the ACM and engaged them to do so. This put our project 45 days behind schedule. We then analyzed the workflow, knowing we had to open school at the end of August and came up with a plan to work dual shifts in 2 areas, essentially splitting the work up into 2 separate contracts. By doing this, we were able to open the High School on time, with minimal disruption and completed the project.
- **Roundup Elementary School, Roundup, Montana** – Work consisted of a new 40,000 + square foot elementary school, including sitework, gymnasium and a full kitchen. **Project Challenges:** Architect was selected, and project was awarded in January. Work needed to begin the following June so that the School would be open the following late August of the next school year, making for a 5-month design schedule and a 15 month construction schedule. Working with the Architect, we devised methods to break the project Construction Documents into differing packages, allowing early starts on major portions. But, as so often happens, Governmental Regulations delayed the issuance of Building Permits by 3 months. The 3 months had to come out of the Construction Projects duration, or the project would not be open for the following school year. QuEst



evaluated every component of the design and construction and offered up a differing solution for the foundation system that would save 2-3 months off the schedule AND save over \$100,000 for the cost. The issue here was the contractor and the designers had never used a system like this and were leery of something they had no experience with. Mark Qualman of QuEst got a Project Meeting scheduled with the Designer, Contractor and Engineers and walked everyone through the process and the system. The team signed off on the change and the outcome was that we saw the construction of the school completed in 11 ½ months, opening 2 weeks ahead of schedule.

- **New Lockwood High School:** Work consists of a new 700 student High School, Full Production Auditorium, Auxiliary Gym, Competition Gym, Career and Tech Ed Building and 2,700 seat Sports Stadium. **Project Challenges:** With a project of this magnitude, there are multiple challenges starting with the Pre-Bond work. After selecting a Pre-Bond Design partner, the work began by having Community Meetings to gain support for financing this major undertaking. Multiple Designs were initiated from feedback gained from these Community Meetings and the designs were honed into the final rendition, including upgrades and renovations to the existing Campus Facilities. ALL the items that were presented as part of the scope of the Bond Work will be completed, on-time and on-budget. This was accomplished in part, because QuEst worked shoulder to shoulder with the Owner, Designer and their team, to provide *accurate budgets* based on renderings, not actual design documents. The experience QuEst has in the construction budgeting arena has ensured all these elements will be built according to the Bond Initiative. After the Bond Measure passed, we selected a CMAR (Construction Manager at Risk) to begin design documents and budgets. Initial budgets were \$3mm more than anticipated, so the work began to pare the project to be within budget without losing any of the features sold to the Community. With a joint effort and parallel estimating efforts between the CMAR and QuEst, we achieved that goal. The next major challenge was integrating the new incoming Freshman Class onto the campus so that they would not have to transition from one of the other School District 2's campuses to the new High School. We solved this challenge as a group by changing construction materials and methods to one that would allow us to construct and occupy the Career and Tech Ed Building (CTE), 6 months after the CMAR broke ground on the project!! QuEst was instrumental in this plan from experience with alternate means, materials and methods in constructing fast-track projects. QuEst celebrated this accomplishment on the first day of High School by providing lunch for the entire incoming Freshman Class and highlighting a historic day with a historic event, lunch together to unite the entire class!
- **23 Existing Campus Projects, Lockwood School District:** Projects ranged from replacement of end-of-useful- life roofing projects, upgrades to low-voltage bells/paging/clocks/cameras systems, Safety Upgrades to existing entries at the Intermediate & Primary Schools, Floor-Covering and Corridor upgrades to both existing Schools and miscellaneous other projects throughout the Master Campus. **Project**



**Challenges:** As you can imagine, summertime in an empty school is the time to get all your smaller projects done. And as always, there are issues that come up. We had some unforeseen ACM that needed to be abated at the last minute, that if we didn't get done, would have taken 4 classrooms out of order for the beginning of school at the end of August. And, also of course, we were heading into the last week of July when we discovered the ACM that needed to be dealt with. All the authorized contractors that abated ACM in Yellowstone County were busy and had no availability to assist us. QuEst took the responsibility of finding someone and contacted the State to find a qualified abatement contractor. We finally found one that was 200 miles away but worked it out for them to come and remove the ACM within our time frame and the School opened on time. This is just one of the examples of how QuEst can be an asset to the Gallatin Gateway School District. When issues come up, which they always do in renovation work, you need someone who has successfully navigated those waters and knows how to get things done.

### **School Needs and Requirements**

Projects for Rural School Districts are rarely simple and have many facets to them as the District needs to address as many of its needs as possible for the Capital Investment. We're sure you have an idea of what some of your priorities are for Capital Improvements, but QuEst would like to make sure that it is all encompassing and serves your needs fully. We would start by compiling a list of all the items that need attention and then look behind the scenes to see what systems may be impacted by addressing the obvious concerns. For example, if you are replacing floor coverings, which is a simple task, let's examine the flooring substrate to determine if there is a larger, hidden problem associated with replacing the flooring. Could there be moisture issues that take away from the expected life of the new flooring? Looking at systems relationships will be instrumental in getting your priorities and budgets allocated so that you maximize your investment to the physical buildings. We would do an evaluation of all the items on your priority list to see what else may be impacted that is not so obvious. The next thing QuEst would want to facilitate is an evaluation of all the systems in your buildings. We have developed a program where we do sort of a Master Plan for Preventative Care & Maintenance of your entire campus. What this means is that we evaluate all the major building components, look at their current condition, and develop a long-term maintenance plan for each of those systems. In other words, if we plan to maintain and/or replace a component based on current condition instead of waiting for these systems to fail, you can properly allocate budget dollars instead of scrambling to find funds as things fail catastrophically.



## **Community Engagement & Communication Strategies**

Of course, this Project doesn't happen without support from the Community. After all, they are the instrument that funds this campaign. Communication is the number one driver of Community support for your project.

QuEst would suggest that a preliminary RFP be developed and issued quickly after we are engaged, for Architectural and Planning Services from a qualified Design Firm. This RFP will not guarantee the selected firm will be the District's Architect of choice to develop Construction Documents. What this RFP will do is engage a Design Firm to develop materials that can be used in a Community Outreach Program to inform the public what the purpose of the funding will be used for. Another benefit in doing this preliminary Architectural RFP is that more than likely, you will get preferred, low pricing upfront with the hopes of securing the Design work as well. QuEst would expect to facilitate meetings with you, the Architect and other stakeholders to communicate graphically to the public the desired use of the funds and how it will benefit the primary beneficiaries, the Students. These meetings invite the Public to participate and have direct input into the needs of the District. It is important to the Public that they be heard and have input in this process so that funding is secured, and your project moves forward. These meetings take on various forms within the Community. They can consist of Morning Coffee Meetings, Presentation at School Board Meetings, Community Events focused on the School Project as well as other types of meetings as the School Board Members see fit.

We found one of the more positive ways we communicated with the Public on the Lockwood School Projects was for the Board Members to use the same conduits to the Public that they did when they were elected. There were a lot of the Lockwood School Board members who actually went door to door in their neighborhoods to promote this. We would bring these same strategies to the table for you as was used in Lockwood...which passed a \$49.9mm Bond Initiative overwhelmingly.

## **LEED / Sustainable Construction Strategies**

QuEst, and Mark Qualman in particular, has been involved in the LEED program since its inception. Mark was Preconstruction Lead and Project Manager on PROJECT #9 on the USGBC's LEED Project list, which was a LEED Silver Building at Lewis & Clark College in Oregon. He is also a LEED Accredited Individual with a BD+C designation. The LEED movement has evolved many times over the years and QuEst would love the opportunity to look for avenues to incorporate ***Sustainable Design & Construction Techniques*** in areas that make sustainable economic sense. Cost / Payback analysis should be done on any and all design and construction means & methods to make sure it makes not only sustainable sense, but economic sense as well. Please review our "GREEN" section of the QuEst website for more info on our philosophy.



## Insurance Coverages

QuEst Services Corp has the required coverage and relationships with Insurance Carriers to provide the Gallatin Gateway School District #35 the General Liability Insurance, Professional Liability Insurance, Commercial Automobile Liability and Workmen’s Compensation Insurance as stated in the Request for Qualifications. We will provide the District Insurance Certificates as soon as we are awarded the project.

QuEst Services Corp has not had any insurance claims of any kind during our time in business.

Our Insurance Agent is as follows:

Darnielle Insurance Agency  
1320 28<sup>th</sup> Street West  
Billings, Montana 59102  
Deanna Darnielle

## Fee Structure & Costs

As was stated in our Cover Letter QuEst will provide the discounted billing rates that we use in our Memorandum of Understanding with the Montana Cooperative Services. This should ensure Gallatin Gateway School District receives the best value for your Owner’s Representative Services.

### Standard QuEst Billable Rates

Principal	\$150/hr
Proj Mgr	\$120/hr
Proj Eng	\$110/hr
MEP Mgr	\$120/hr
Reimbursables	Cost +5%

### MCS QuEst Billable Rates

Principal	\$130/hr
Proj Mgr	\$105/hr
Proj Eng	\$98/hr
MEP Mgr	\$105/hr
Reimbursables	Cost

FEEs for projects similar to this run between 2% to 3% of the total amount. QuEst would like to propose a fee of 2.67% for your project. Once a Scope of Work is developed fully, QuEst will gladly convert our FEE to a Lump Sum Cost versus a billable rate to cap your exposure.

## References

Though not specifically asked for, we feel that the best way for you to determine the greatest value for your project, is to talk to our current and former clients. Feel free to reach out and ask how their experience with QuEst has added value to their project.

Tobin Novasio, Superintendent, Lockwood School District	406-252-6022
Laurie Noonkester, Business Mgr, Lockwood School District	406-252-6022
Tim Sather, Lockwood School Board Chair	406-698-7557
Jason Fitzgerald, Principal, Collaborative Design	406-248-3443
Chad Sealey, Superintendent, Roundup School District	406-323-1507





## RESUMES – EXPERIENCE & QUALIFICATIONS

### STAFF QUALIFICATIONS

The QuEst Services Corp Team is fully committed to serving your project with our undivided attention. We understand that our team needs to become integrated with your team, the Design Team and the Construction Management Team, so that we can advise and convey information to you that give confidence the best decisions are being made for the project and the District. Our team will be made up of primarily 3 people. Mark Qualman, the President of QuEst, will be your day to day contact for the duration of the project. Tim Glenn, Field Office Coordinator, will be primarily responsible to keep the communication workflow moving so that all parties have the necessary *current* documents in their possession to make sure we're all working with current, relevant information as crucial decisions are being made. Tim will be onsite as needed to execute his duties. Tristan Boswell, MEP Coordinator, will have primary responsibility for keeping track of reviewing Mechanical, Electrical, Plumbing and Fire-Protection budget costs, start-up monitoring as well as means and methods for those crucial systems.

### TEAM MEMBERS



**J. Mark Qualman, President & Owner's Representative (Main Point of Contact)  
BS Construction Management, Boise State University**

Mark is a diligent, experienced, and proficient construction management professional with over 30 years of experience at all levels and areas of construction and construction management. Mark's areas of expertise encompass the following:

- Construction Management
- Pre-Bond Discussions
- Contract Negotiations
- Conceptual Estimating
- Operations Planning
- Scheduling, Design, Construction & Operational
- Forensic Cost Accounting



### **TEAM MEMBERS (CONT.)**

- Constructability Review, all disciplines
- Design Team Management
- Project Close-out
- Project Cost Auditing

Over the last 25+ years Mark has worked on over 60 individual projects, totaling well over \$2,000,000,000 in value. Mark's role on these projects varied from Owner's Representative, Preconstruction Manager, Project Manager, Project Executive, Director of Design/Build Construction and Director of Preconstruction.

His diverse background in handling the varying responsibilities associated with construction projects is a windfall for the Gallatin Gateway School District. Mark understands the challenges associated with all the team members duties and can bring a plethora of solutions to the table for maximum value to the projects.

As an example of his issue-solving prowess, Mark was able to save 2 months out of an already tight 12 month schedule of the over 40,000 square feet Roundup Elementary School and over \$100,000 to the budget by simply doing an evaluation of the school's proposed foundation system. With the proposed design being cast-in-place, drilled pier foundation elements with concrete pile caps, Mark leveraged his experience from a hospital project constructed in Portland, Oregon where they used a Geo-Pier, vibrated aggregate pier instead of the conventional cast-in-place pier. Mark hosted a phone conference between the Design Teams Structural Engineer, the Civil Engineer, the Geo-Pier Subcontractor from out of state, the Owner and the Architect to make sure that the soil bearing pressure in Roundup would be a good candidate for this foundation system. It was determined to be a great candidate for the system and the foundation design was taken out of the Structural Engineer's scope of services and became a Performance Specification with oversight and review by the teams Structural Engineer of Record.

Neither the Designer's Structural Engineer, the Architect or any other of the team members had knowledge of this alternative foundation system. This is just one of many opportunities for improvements that resulted from Mark's expertise and knowledge.

Mark will be your Main Point of Contact for QuEst Services Corp for the duration of services. Mark will be responsible for all preconstruction activities, including but certainly not limited to, analysis of Owner's Project Budget; Pre-Bond Discussions / Meetings, Overall Project Schedule development, implementation and updating; update Board of Trustees with regular visual and written summary of the progress of the project budgets, schedules, documentation, procurement and other vital areas of interest pertaining to the project and the Community; schedule and host regular Community "Field Trips" at the site to keep the public informed as to the progress of the project. (subject to Owner's approval, of course.)

**TEAM MEMBERS (CONT.)**



**Tristan Boswell, MEFP (Mechanical, Electrical, Fire-Protection, Plumbing) Coordinator  
BS Economics, San Jose State University  
Secret Clearance United States Department of State, Washington D.C.**

Tristan has over 30 years of MEFP experience in schematic design, design development and construction document phases of construction. As the Mechanical & Electrical team leader, Tristan specializes in mechanical and electrical pre-design management, cost estimating, design cost compliance, value engineering and life cycle economics. His project involvement includes a wide range of specialized MEFP systems with emphasis on MEFP Preconstruction, Value Engineering and Systems Startup and Commissioning.

Tristan will be responsible for review and analysis from an operational and cost approach to the systems that will be specified for the project. Tristan will review MEFP Procurement Schedules, RFI's (Request for Information), Submittals and Cost Reports for all the MEFP systems on the project. With MEFP systems being somewhere between 35% - 45% of the total project costs, it is vital to have this resource on the Owner's Team.

As an example of Tristan's value to a project, QuEst was asked by the chosen CMAR (Construction Manger at Risk) on the new Lockwood High School Project to assist in Subcontractor Bid Evaluations for the Mechanical, Electrical, Fire-Protection and Electrical portions of the project. QuEst gladly offered Tristan's expertise and Tristan was able to give sound guidance and offered many money saving alternatives to the designed system that saved the Owner Tens of Thousands of dollars ultimately. The CMAR was glad for the use of QuEst's resource as they flat out stated they did not have MEP expertise, in house, to do what QuEst did.

Tristan will work with the Design Team Engineers and School Facility people to evaluate and recommend MEFP Systems that are designed for the parameters of the area in the Gallatin Gateway District, the economics of maintaining these systems and the energy efficiencies of these systems to bring maximum value for the School District. We want to be a common-sensical resource to provide feedback, constructability and economic cost data to the team so that everyone understands the "whys" and "wherefores" of the design choices for the project.

**TEAM MEMBERS (CONT.)**



**Tim Glenn, Zero Defects Champion, Field Office Engineer  
Billings, Senior High Graduate**

Tim has over 30 years of experience in all aspects of construction. Having experience in the trades and managing multiple properties in the Billings area, Tim will be the team's Quality & Document Control Expert. Tim will be charged with Document Control of the Contract Documents, including drawings, specifications, addendum, submittal, RFI's and any Change Requests. This will eliminate a major problem on construction projects which is not having the correct documents or revisions available in the field offices and field job boxes. This will also eliminate rework and is part of the following Zero Punch List Program.

Many times, a conventional project closeout doesn't get the attention it needs as the Owner ends up "settling" so that they can use the facility. Tim will coordinate and implement a Close-Out Protocol that is in place *before* construction begins, get entire team buy-in, and follow it through to the turnover date. Tim will be happy to speak of this program in the interview that follows this submission. QuEst had completed several projects with ZERO or very few items on the punch list. We look forward to implementing this for your project as well.



## **QuEst SERVICES CORPORATION RESUME**

**Mark** has over 6,000,000 square feet of K-12 experience in roles ranging from Project Executive, Preconstruction Manager, Owner's Representative, Project Manager, Project Design Manager, Project Engineer and Auditor. Mark's has been part of K-12 projects in Atlanta, Seattle, Portland, Billings, Roundup, Houston, Boise, Gresham (OR), Los Angeles, San Jose, San Francisco, Spring (TX), Beaverton (OR), Great Falls, Huntsville (AL) and various other suburbs in Montana, Georgia, Oregon, Washington, California, Alabama, Texas and Idaho. This benefits this project by bringing the width of experience from different locales where differing approaches to construction and design means and methods may assist in dealing with the inevitable issues before they become major ones affecting the project adversely. **Tristan** has worked on over 3,000,000 square feet of K-12 projects in similar markets across the country. Tristan has been a vital team member dealing with the Mechanical, Electrical, Fire-Protection and Plumbing Systems that make up 25%-35% of the construction costs. **Tim's** focus in the industry has been on maintaining systems for owner's and making sure things are completed correctly so that they function as designed.

Our team at QuEst is structured so that we can "Plug & Play" additional staff on an as needed basis as situations arise. The following individuals are available to the project, as the need arises:

**David Erickson – Phoenix, Arizona. Project Management, Superintendent**

**Jeff Cerovski – Billings, Montana. Field Engineering, Construction Management**

**Jim Mabes – Atlanta, Georgia. Preconstruction Management, Cost Control**

**Micah Hovda – Seattle, Washington. Construction Management, Engineered Value Management**

QuEst does not anticipate needing these resources, but they are available if the project calls for additional expertise.



December 13, 2019

Gallatin Gateway School District  
Box 265  
Gallatin Gateway, MT 59730

Dear Gallatin Gateway School District:

The attorneys at the Montana School Boards Association (“Association”) appreciate being asked to represent the School District (“District”) in the following matter: **Construction Project**. As attorneys, we do require a retainer for the performance of legal services on an as requested basis. The purpose of this engagement letter is to set forth the role and responsibilities of both the legal staff employed by the MTSBA and the District.

**1. Scope of Engagement.** As counsel for the District, the attorney(s) will provide legal services as requested by the District. The attorney(s) will work on assignments provided to us by the Superintendent, his designee, or the Chairman of the Board of Trustees (“Board”). Our ultimate responsibility is, of course, to the District as represented by the Board, and not individual employees or Board members. A primary attorney will be assigned to this matter. A secondary attorney may be assigned depending upon the complexity of the matter. Other attorneys and/or legal staff members working under the supervision of an attorney of the association may also perform work on this matter when the need arises. It is our practice to produce quality work at a reasonable expense to you. Although we work zealously on behalf of the District, the attorneys do not guarantee any particular outcome regarding the matter for which an attorney(s) has been retained. In certain matters, there may be a claim for attorney’s fees by the opposing party in the event that the District is not successful on any and/or all claims. The District will be responsible for any and/or all claims, judgments, or orders for such fees.

**2. Fees.** Fees are based on the time spent by attorneys and/or legal staff members working under the supervision of an attorney who work on matters for the District. The attorneys and/or legal staff members working under the supervision of an attorney will charge for all time spent in representing the District’s interests, including, by way of illustration, telephone and office conferences with District representatives, consultants, opposing counsel, and others; appropriate conferences among our legal staff; factual investigation; legal research; travel time; drafting letters, memoranda, and other legal documents. Our current billing rates for our legal staff are as follows:

\$185.00 per hour for Debra Silk (Attorney);  
\$175.00 per hour for Tony Koenig (Attorney);

Montana School Boards Association – 863 Great Northern Blvd., Suite 301, Helena, Montana 59601  
(406) 442-2180 – (406) 442-2194 (FAX) – [www.mtsba.org](http://www.mtsba.org)  
Lance L. Melton, Executive Director

\$175.00 per hour for Kris Goss (Attorney);  
\$150.00 per hour for Andrew Vigeland (Attorney);  
\$150.00 per hour for Marisa O'Sullivan (Attorney); and  
\$95.00 per hour for Karla Smerker (Paralegal).

Billing rates are adjusted from time to time.

**3. Incidental Charges.** In addition to the fees set forth in paragraph 2, we will charge for items incidental to the performance of our legal services, such as photocopies, travel expenses, long-distance telephone calls, facsimile transmissions, postage, specialized computer applications, and filing fees. These charges will be itemized on our invoices. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, and consultants) will be the responsibility of, and billed directly to, the District. All expense invoices chargeable to the District for such outside services will be forwarded to you for direct payment to the vendor.

**4. Invoices.** Statements will be submitted to you for our unpaid fees and expenses on a monthly basis. The District agrees to pay these statements within thirty (30) days after receipt. You are encouraged to review our statements and discuss any questions with us concerning the level of activities and the nature of the services rendered. If you believe that expenses are mounting too rapidly, please contact Debra Silk so she can assist you in evaluating future alternatives. If we do not hear from you, we will assume that you approve of the overall level of activity taken on your behalf. The District is fully responsible for any and all invoices submitted regarding the matter for which we have been retained.

**5. Cooperation.** To enable us to render effective legal services, the District has agreed to advise the attorney(s) of all facts and keep us informed of all developments relating to the matters of representation. The attorneys necessarily must rely on the accuracy and completeness of the facts and information the District provides to them. To the extent it is necessary for the District's representative to attend meetings in connection with legal representation of the District, the attorney(s) will attempt to schedule meetings so the convenience of all individuals can be served. Also, the attorney(s) cannot address any concerns with representation, unless the attorney(s) have knowledge of the concerns. Accordingly, if any problems or concerns arise during the course of your representation, please call Debra Silk so the concerns can be addressed at the earliest possible time.

**6. Discretionary Engagement.** This engagement by the District is discretionary and may be terminated at any time, by written notice to Debra Silk.

**7. Documents.** The attorney(s) will maintain any documents furnished to us by the District in a confidential client file. At the conclusion of any matters, it is the District's obligation to inform the attorney(s) which documents it desires returned to the District. The attorney(s) will retain any remaining documents in our files for a limited time before ultimately destroying them in accordance with the Association's record retention program.

If the foregoing correctly reflects your understanding of the terms and conditions of representation, as evidenced by Board authorization through District policy, practice or by a motion of the Board, please execute the enclosed original of this letter in the space provided below. Your signature will also be an acknowledgment of the agreement. Please return one (1) executed copy to us.

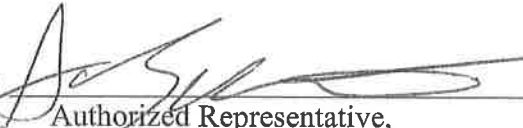
The attorneys at MTSBA are very pleased to have this opportunity to work with the District. Please contact us if you have any questions now or in the future. Thank you for your confidence.

Very truly yours,



Debra A. Silk, Attorney  
Associate Executive Director/General Counsel  
Montana School Boards Association

APPROVED:

By:  DATE: 12/18/2019  
Authorized Representative,  
on behalf of the  
Gallatin Gateway School District



Enclosed herewith is background information on each ballot item. We have also enclosed our weighted vote sheet for 2019. We will tally the ballots in accordance with the weighted votes of each District and inform the membership of the vote on each of these issues.

Please be sure to:

1. Mark the Ballot with an "X" showing your Board's support or opposition for **EACH VOTING ITEM**;
2. Affix the signature of either your Chairperson or your District Clerk to the Ballot, include your printed name, date and the identity of your school district/cooperative by name (not number);
3. Place the ballot in the self-addressed stamped envelope included in this packet; and
4. Place in the mail (postmarked) no later than Friday, December 20, 2019. MTSBA will tabulate the votes and report the results to the membership the week of January 6, 2020.



**2019 Ballot**  
**Montana School Boards Association**

To: MTSBA Member District Board Chairs  
From: Lance Melton, MTSBA Executive Director  
Re: Voting on Pending Association Matters  
Date: November 15, 2019

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As you will recall, MTSBA greatly enhanced its resolution cycle which resulted in the flipping of our Delegate Assembly Meeting and our Annual Meeting. Under our enhanced resolution cycle, our Delegate Assembly meeting was held in conjunction with MCEL 2019 where our Delegates considered the 12 resolutions submitted by the MTSBA Board of Directors and the membership. With the Annual Meeting of members scheduled to take place in June of 2020, it is necessary that the membership vote on certain business items at this time. Article III, Section 7 of the MTSBA Bylaws provides an alternative process for conducting voting on these issues as follows:

*“SECTION 7. VOTING BETWEEN MEETINGS OF MEMBERS. Voting at times other than at annual or special meetings shall be on ballots distributed by the Executive Director as authorized by the Board of Directors. Such ballots shall contain a full explanation of the question presented, shall indicate the number of votes to be cast by the member school district, shall instruct the manner in which the ballot is to be marked and shall be mailed to the chairperson of each member school board by the Executive Director at least thirty (30) days in advance of the deadline for returning the marked ballots. All ballots cast must be signed by the chairperson or the Clerk of the member school board and shall be tallied by the Executive Director. The results of the balloting shall be provided to the membership via mail and/or electronic means.”*

Pursuant to the MTSBA Bylaw language above, enclosed you will find a ballot for voting on the following items:

1. FY21 MTSBA Dues Revenue Estimate (seconded motion, MTSBA Board of Directors);
2. MTSBA Bylaw Amendment: Incorporating an Additional ISBC Member on the MTSBA Board of Directors  
(seconded motion, MTSBA Board of Directors);
3. MTSBA Bylaw Amendment: Voting Power Tied to Dues (seconded motion, MTSBA Board of Directors);
4. MTSBA Bylaw Amendment: Distribution of MTSBA Assets Upon Dissolution (seconded motion, MTSBA Board of Directors);
5. MTSBA Bylaw Amendment: Conducting Business Via Electronic Means (seconded motion, MTSBA Board of Directors);
6. MTSBA Bylaw Amendment: Submission of Late Resolutions (seconded motion, MTSBA Board of Directors);
7. MTSBA Bylaw Amendment: Ballots to be Signed by Chairperson (seconded motion, MTSBA Board of Directors)

## VOTING ITEM #1 – DUES REVENUE ESTIMATE

TO: MTSBA Member School Boards  
 FROM: Lance Melton, Executive Director  
 RE: Dues Revenue Estimate for FY2021  
 DATE: November 12, 2019

Pursuant to the MTSBA Bylaws, below is a dues revenue estimate for the fiscal year beginning July 1, 2020. The MTSBA Board of Directors recommends the membership’s approval of the FY21 dues revenue estimate.

### Refresher Regarding How MTSBA Dues are Calculated:

The MTSBA bylaws include a dues formula that is based on total current spending by each member three years preceding the year to which the dues apply. The lag between the year of spending vs. the year of dues to which such spending applies is to ensure that we are relying on audited data submitted to the National Center for Education Statistics.

The dues formula is largely sensitive to each member’s local funding, providing a decrease in dues when a member’s revenues drop from year to year and providing an increase in each year when a member’s revenues rise. If a member’s spending places them in one of the floors, caps or flat rates, the dues for such member change according to the total percentage change in spending by all members in the applicable year.

The percentage by which total current spending of all members increased from FY17 to FY18 was 2.04%. That inflation factor has been applied to all floors, caps and flat rates as well as to spending thresholds.

The following is a chart that identifies the various assessment rates, floors, caps and flat rates as specified in the Bylaws. The chart below is in an adjusted form as specified in the Bylaws and is presented for your approval.

FY21 Dues Formula, Subject to Approval of Dues Revenue Estimate				
FY18 Spending Low	FY18 Spending High	Assessment	Floor	Cap
\$0	\$373,199	Flat Rate	\$379	\$379
\$373,200	\$2,247,474	0.14%	\$379	\$2,480
\$2,247,475	\$4,483,114	0.11%	\$2,480	\$4,189
\$4,483,115	\$6,642,931	0.09%	\$4,189	\$5,154
\$6,642,932	\$10,503,690	0.08%	\$5,154	\$6,812
\$10,503,691	Above Floor, not 1 of 7 largest members	0.06%	\$6,812	\$13,320
Seven Largest Members	Flat Rate	Flat Rate	\$18,682	\$18,682
Coop Members	Flat Rate	Flat Rate	\$768	\$768

## Estimated Dues Revenue Required by the MTSBA Bylaws:

The MTSBA Bylaws provide as follows:

“Prior to the annual meeting each year, the Executive Director shall estimate the financial impact of the formula above upon projected revenue from regular voting member dues for the Corporation in the subsequent year. In making such estimate, the Executive Director shall adjust the floors, caps and flat rates by the same percentage that spending of the membership overall has changed. The Executive Director shall thereafter prepare a report regarding such estimate, including an explanation of budgetary needs of the Corporation, and shall distribute the report to the regular voting members of the Corporation present at the annual meeting.”

For purposes of estimating the dues revenue for FY2021, I have used OPI’s data set for total current spending for FY2018, which reflected an increase in total current spending by our members of 2.04% from FY17-18:

- FY17 Total Current Spending = \$1.610 Billion
- FY18 Total Current Spending = \$1.643 Billion
- Growth in Total Current Spending, \$\$, FY17-18 = \$32.9 million
- Growth in Total Current Spending, %, FY17-18 = 2.04%

Pursuant to the Bylaws, I have estimated the impact of this growth on our existing dues formula by adjusting the floors, caps, flat rates and spending classifications by 2.04% and by applying the Bylaws-adjusted formula to total current spending of the members from FY18.

On the basis of these referenced calculations, I estimate that MTSBA dues revenue would increase under the adjusted formula by approximately \$16,813, from \$1,000,652 in FY20 to \$1,017,465 in FY21.

1. The increase in dues represents approximately 0.34% of MTSBA’s budgeted revenues for FY20 and this increase, if approved, will help MTSBA meet the inflationary costs of operation.
2. This represents estimated membership dues growth of 1.68% and is based on 100%-member retention and no member consolidating, dissolving, or quitting between now and FY21.
3. Provided that we experience average growth in overall revenues from FY20 to FY21, I estimate that the FY21 dues will represent 19.93% of overall revenues, which will be the smallest percentage of total MTSBA revenues represented by dues in MTSBA’s history and will be the first time the percentage of total revenues represented by dues will have dropped below 20%.

## VOTING ITEM #2

### PROPOSED CHANGE TO MTSBA BYLAWS INCORPORATING AN ADDITIONAL POSITION FROM THE INDIAN SCHOOL BOARD CAUCUS (ISBC)

#### ARTICLE IV - BOARD OF DIRECTORS

SECTION 1. GENERAL. The Board of Directors of this Corporation shall consist of nineteen (19) Directors, eleven (11) of which are elected by each of the respective MTSBA regions, seven (7) of which are appointed by each of the seven largest MTSBA member districts as set forth hereinbelow and (2) (1) of which ARE is elected AS CHAIR AND VICE-CHAIR OF THE MTSBA INDIAN SCHOOL BOARD CAUCUS by the school districts that are members of the MTSBA Indian School Board Caucus, except as provided in Article VI. ADDITIONAL POSITIONS MAY ALSO BE ADDED PURSUANT TO CONDITIONS SPECIFIED IN ARTICLE VI FOR REPRESENTATIVES ASSOCIATED WITH THE NATIONAL SCHOOL BOARDS ASSOCIATION. Directors shall be elected for a term of two (2) years.

SECTION 2. BOARD COMPOSITION. The nineteen (19) directors of the Corporation shall be elected or appointed as follows:

- A. REGIONAL DIRECTORS. Eleven (11) directors elected from among elected trustees of the member school boards located within the applicable MTSBA region. MTSBA regions shall be established on the basis of county boundaries, and shall be designed to achieve approximate statewide equity among the eleven (11) MTSBA regions in terms of the number of trustees on school boards located within the applicable MTSBA regions. Such equity shall be determined by the MTSBA board of directors by dividing the number of trustees serving on school boards located within the applicable MTSBA region, including trustees on school boards referenced under subsection (B) immediately below, by the number of directors serving on the MTSBA board of directors from that MTSBA region, including directors referenced under subsection (B) immediately below but excluding any Indian school board caucus director or any director serving pursuant to the terms of Article VI. The MTSBA board of directors shall review such equity at least once every 5 years and shall make any adjustments to the MTSBA regions necessary to preserve equity as defined in this Section. The MTSBA board shall adopt a policy that identifies the eleven (11) MTSBA regions by inclusion of applicable county boundaries and shall include a map identifying the applicable MTSBA regions in the annual meeting packet distributed to the members.
- B. MUNICIPAL DIRECTORS. Seven (7) directors appointed respectively and individually by each of the seven (7) largest MTSBA member school districts in the state, based on pupil enrollment, computed on the basis of combined enrollment from kindergarten through the twelfth grade. The MTSBA board

shall adopt a policy that identifies the seven (7) largest member school districts with a director under this subsection and shall identify the applicable seven (7) largest member school districts in the annual meeting packet distributed to the members.

- C. INDIAN SCHOOL BOARD CAUCUS. TWO (2) ~~One (1)~~ directors ELECTED AS THE CHAIR AND VICE-CHAIR OF THE INDIAN SCHOOL BOARD CAUCUS collectively representing and elected by school districts that are also members of the Montana School Boards Association Indian School Board Caucus.

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#### **RATIONALE FOR PROPOSED BYLAW CHANGE:**

In January of 2019, the MTSBA Board of Directors voted to add an additional Indian School Board Caucus (ISBC) Director to the MTSBA Board. Currently, the MTSBA Board of Directors is comprised of 11 Regional Directors, 7 Municipal Directors and 1 ISBC Representative. In light of the fact that 11% of our student population is American Indian, the representation on the MTSBA Board is a student-based model, and one of our Core Values is devoted to helping our members preserve the history and cultural integrity of American Indian People and Tribes, the MTSBA Board unanimously voted to add a second member of the ISBC to the MTSBA Board.

In addition to the elected Chair of the ISBC, and elected Vice-Chair of the Indian School Board Caucus will also serve on the MTSBA Board of Directors if approved by the membership.

This proposed action comes as a seconded motion of the MTSBA Board of Directors.

### VOTING ITEM #3

#### PROPOSED CHANGE TO MTSBA BYLAWS ALIGNING THE VOTING POWER OF THE MEMBERSHIP WITH THE NUMBER OF TRUSTEES

#### ARTICLE III – MEETINGS OF MEMBERS

SECTION 4. VOTING. Each member board shall be entitled to a number of votes equal to one vote per \$100.00 or major fraction thereof, of annual dues paid by the member school board to the Corporation. No member board shall have less than one (1) vote. At any and all meetings of the members of the Corporation, the votes of the member school board may be vested in one or more of the delegates to the meeting as the member school board shall designate in writing, which said writing shall be delivered to the Credentials Committee. No delegate shall, however, be entitled to vote in excess of THE GREATER OF THE FOLLOWING

- (1) fifteen (15) votes; OR
- (2) THE TOTAL VOTES ACCORDED A MEMBER DISTRICT BY VIRTUE OF ITS MEMBERSHIP DUES, DIVIDED BY THE TOTAL NUMBER OF TRUSTEE POSITIONS, INCLUDING FILLED AND VACANT POSITIONS, ON SUCH BOARD.

A roll call vote shall be required if demanded. In the event that a delegate does not present a proper writing certifying that he or she is a delegate of that district and bears a certain number of vested votes, the official Corporation list of trustees shall suffice for identification and delegation accreditation. The number of votes to which the district is entitled shall be prorated among the delegates present from that district.

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#### RATIONALE FOR PROPOSED BYLAW CHANGE:

In June of 2019, the MTSBA Board of Directors voted to amend the MTSBA Bylaws to ensure that each member has the mathematic capability of casting their votes based on the number of trustees in their district. This specifically pertains to the AA districts in light of the 15 vote per trustee maximum. This Bylaw change provides for the greater of 15 votes per trustee or the total votes of the district divided by the total number of trustees.

By way of example, Billings, with current dues of \$18,308 and 8 trustees, would have 22.875 votes per trustee present, instead of the 15-vote limit. Kalispell, also with dues of \$18,308 but with 11 trustees, would have 16.64 votes per trustee present, instead of the 15-vote limit.

This proposed action comes as a seconded motion from the MTSBA Board of Directors.

## **VOTING ITEM #4**

### **PROPOSED ADDITION TO MTSBA BYLAWS PROVIDING A MECHANISM FOR THE DISTRIBUTION OF ASSETS IN THE EVENT OF A DISSOLUTION OF THE ASSOCIATION**

#### **ARTICLE XIV – DISTRIBUTION OF ASSETS UPON DISSOLUTION**

Upon dissolution of the Corporation, the assets of the Corporation shall be distributed to its member public school boards in proportionate amounts for each member's use consistent with any of the Corporation's charitable purposes set forth in its Restated Articles of Incorporation.

The calculation of the proportionate share of each member's assets of the Corporation upon dissolution shall be derived by dividing each member's annual dues paid to the Corporation pursuant to Article II, Section 2 in the Corporation's last full year of operation by the total annual dues revenue of the Corporation in its last full year of operation.

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#### **RATIONALE FOR PROPOSED BYLAW CHANGE:**

The MTSBA Board of Directors recently voted to add this provision to the MTSBA Bylaws. Should MTSBA ever dissolve this addition to the Bylaws would provide the mechanism by which MTSBA assets would be distributed to the membership. The Bylaws of the Association should contain a provision for distribution of the assets should the Association ever dissolve.

This proposed action comes as a seconded motion from the MTSBA Board of Directors.



## VOTING ITEM #5

### PROPOSED ADDITION TO MTSBA BYLAWS CONDUCTING BUSINESS THROUGH ELECTRONIC MEANS

#### ARTICLE XIII – CONDUCTING BUSINESS THROUGH ELECTRONIC MEANS

The Association may conduct any business via technology and/or other electronic means. Therefore, any reference in these Bylaws to written notice, mailings, signatures, distribution of information, conducting meetings or otherwise conducting any business of the Association shall be construed to specifically authorize such conduct in whole or in part through technological means. Such authority shall include but shall not be construed as being limited to: video and conference calls, electronic ballots, electronic meetings, and elections.

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#### **RATIONALE FOR PROPOSED BYLAW CHANGE:**

This is clean up language. The MTSBA Bylaws already provide for conducting business via electronic means with the exception of conducting ballots electronically, which was an oversight. Adding this provision to the MTSBA Bylaws will give the Association the option of conducting business via electronic means when necessary. By way of example, had this provision been previously included in the Bylaws, we could have conducted this vote of the membership by electronic means.

This proposed action comes as a seconded motion from the MTSBA Board of Directors.

## VOTING ITEM #6

### PROPOSED CHANGE TO MTSBA BYLAWS SUBMISSION OF LATE RESOLUTIONS

#### ARTICLE III – MEETINGS OF MEMBERS

SECTION 8. RESOLUTIONS. No resolution shall be presented to the membership at the annual meeting without first having been approved by the Delegate Assembly, unless SAID RESOLUTION IS ELECTRONICALLY SUBMITTED AND RECEIVED BY MTSBA BY 5:00 P.M. FOURTEEN (14 DAYS PRECEDING THE ANNUAL MEETING OR WITH 500 copies ~~have been~~ made available at ~~the opening of~~ registration for the annual ~~convention~~ MEETING and the delegates permit the consideration thereof by a two-thirds vote of those present and voting ~~when the resolution is presented~~ AT THE ANNUAL MEETING TO SUSPEND THE RULES TO CONSIDER SAID RESOLUTION.

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#### RATIONALE FOR PROPOSED BYLAW CHANGE:

This is clean up language to conform to MTSBA's Resolution Policy (Board Policy 262) and the change in our resolutions process.

This proposed action comes as a seconded motion from the MTSBA Board of Directors.

## VOTING ITEM #7

### PROPOSED CHANGE TO MTSBA BYLAWS PROVIDING THAT BALLOTS MUST BE SIGNED BY THE CHAIR OF EACH MEMBER DISTRICT

#### ARTICLE III – MEETINGS OF MEMBERS

SECTION 7. SECTION 7. VOTING BETWEEN MEETINGS OF MEMBERS. Voting at times other than at annual or special meetings shall be on ballots distributed by the Executive Director as authorized by the Board of Directors. Such ballots shall contain a full explanation of the question presented, shall indicate the number of votes to be cast by the member school district, shall instruct the manner in which the ballot is to be marked and shall be mailed to the chairperson of each member school board by the Executive Director at least thirty (30) days in advance of the deadline for returning the marked ballots. All ballots cast must be signed by the chairperson ~~or the Clerk~~ of the member school board and shall be tallied by the Executive Director. The results of the balloting shall be provided to the membership via mail and/or electronic means.

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#### RATIONALE FOR PROPOSED BYLAW CHANGE:

This is clean-up language. This language would require that the chairperson of each member school sign ballots when Association business is conducted other than through a meeting of the membership.

This proposed action comes as a seconded motion from the MTSBA Board of Directors.

Member Name	FY20 Dues	FY20 Weighted Votes (1 vote for each \$100 in dues or major fraction thereof)
Absarokee Public Schools	\$3,487	35
Albion K-12 Schools	\$2,556	26
Alder-Upper Ruby Elem	\$371	4
Alzada Elementary	\$371	4
Amsterdam Elementary	\$1,582	16
Anaconda Public Schools	\$7,314	73
Anderson Elementary	\$2,430	24
Arlee Public Schools	\$5,335	53
Arrowhead Elementary	\$973	10
Ashland Elementary	\$2,107	21
Auchard Creek Elementary	\$371	4
Augusta Public Schools	\$2,176	22
Avon Elementary	\$371	4
Ayers Elementary	\$371	4
Bainville K-12 Schools	\$3,433	34
Baker K-12 Schools	\$6,676	67
Basin Elementary	\$371	4
Bear Paw Cooperative	\$753	8
Bear Paw Elementary	\$371	4
Beaverhead Co High School	\$4,105	41
Belfry K-12 Schools	\$2,032	20
Belgrade Public Schools	\$13,053	131
Belt Public Schools	\$4,105	41
Benton Lake Elementary	\$371	4
Biddle Elementary	\$371	4
Big Country Educational Cooperat	\$753	8
Big Sandy Public Schools	\$2,857	29
Big Sky K-12 Schools	\$4,105	41
Big Sky Special Needs Cooperative	\$753	8
Big Timber Elementary	\$3,149	31
Bigfork Public Schools	\$6,676	67
Billings Public Schools	\$18,308	183
Birney Elementary	\$371	4
Bitterroot Valley Cooperative	\$753	8
Bloomfield Elementary	\$371	4
Blue Creek Elementary	\$2,037	20
Bonner Elementary	\$4,060	41
Boulder Elementary Unified	\$1,986	20
Box Elder Public Schools	\$5,245	52
Bozeman Public Schools	\$18,308	183
Bridger K-12 Schools	\$3,100	31
Broadus Public Schools	\$3,818	38
Broadview Public Schools	\$2,430	24
Brockton Public Schools	\$2,698	27
Brorson Elementary	\$371	4
Browning Public Schools	\$13,053	131
Butte Public Schools	\$18,308	183
Bynum Elementary	\$371	4
Canyon Creek Elementary	\$2,430	24
Cardwell Elementary	\$805	8
Carter Elementary	\$371	4
Cascade Public Schools	\$3,887	39
Cayuse Prairie Elementary	\$2,583	26
Centerville Public Schls	\$3,607	36
Central Montana Learning Resour	\$753	8
Charlo Public Schools	\$3,220	32
Chester-Joplin-Inverness PS	\$3,038	30
Chinook Public Schools	\$4,105	41
Choteau Public Schools	\$4,105	41
Circle Public Schools	\$3,468	35
Clancy Elementary	\$2,876	29
Cleveland-Lone Tree Elem	\$371	4
Clinton Elementary	\$2,679	27
Cohagen Elementary	\$371	4
Colstrip Public Schools	\$6,835	68
Columbia Falls Pub Schls	\$13,053	131
Columbus Public Schools	\$5,388	54
Conrad Public Schools	\$4,853	49
Cooke City Elementary	\$371	4
Corvallis K-12 Schools	\$6,980	70
Cottonwood Elementary	\$371	4
Cottonwood Elementary	\$521	5
Creston Elementary	\$997	10
Culbertson Public Schools	\$4,767	48
Custer K-12 Schools	\$1,929	19
Cut Bank Public Schools	\$6,676	67
Darby K-12 Schools	\$4,105	41
Davey Elementary	\$371	4
Deer Creek Elementary	\$371	4

Member Name	FY20 Dues	FY20 Weighted Votes (1 vote for each \$100 in dues or major fraction thereof)
Deer Lodge Elementary	\$4,530	45
Deer Park Elementary	\$1,542	15
Denton Public Schools	\$1,824	18
DeSmet Elementary	\$2,369	24
Dillon Elementary	\$5,568	56
Divide Elementary	\$371	4
Dixon Elementary	\$1,823	18
Dodson Public Schools	\$2,298	23
Drummond Public Schools	\$2,430	24
Dupuyer Elementary	\$371	4
Dutton/Brady K-12 Schools	\$2,465	25
East Glacier Park Elem	\$1,291	13
East Helena Elementary	\$6,676	67
Eastern Yellowstone Coop	\$753	8
Ekalaka Public Schools	\$2,509	25
Elder Grove Elementary	\$4,105	41
Elliston Elementary	\$371	4
Elysian Elementary	\$2,815	28
Ennis K-12 Schools	\$4,105	41
Eureka Public Schools	\$5,711	57
Evergreen Elementary	\$6,676	67
Fair-Mont-Egan Elementar	\$1,968	20
Fairfield Public Schools	\$4,029	40
Fairview Public Schools	\$4,105	41
Fishtail Elementary	\$371	4
Florence-Carlton K-12 Schl	\$5,952	60
Forsyth Public Schools	\$4,105	41
Fort Benton Public Schls	\$4,105	41
Fortine Elementary	\$1,073	11
Frazer Public Schools	\$4,044	40
Frenchtown K-12 Schools	\$7,391	74
Froid Public Schools	\$2,430	24
Fromberg Public Schools	\$2,430	24
Frontier Elementary	\$2,388	24
Galata Elementary	\$371	4
Gallatin Gateway Elem	\$2,239	22
Gallatin Madison Coopera	\$753	8
Gardiner Public Schools	\$3,336	33
Garrison Elementary	\$371	4
Geraldine Public Schools	\$2,401	24
Geyser Public Schools	\$1,859	19
Gildford Colony Elem	\$371	4
Glasgow K-12 Schools	\$6,676	67
Glendive Public Schools	\$8,059	81
Gold Creek Elementary	\$371	4
Golden Ridge Elementary	\$371	4
Grant Elementary	\$371	4
Grass Range Public Schls	\$1,693	17
Great Dvide Educational S	\$753	8
Great Falls Public Schls	\$18,308	183
Greenfield Elementary	\$1,074	11
Greycliff Elementary	\$371	4
Hall Elementary	\$371	4
Hamilton K-12 Schools	\$8,975	90
Hardin Public Schools	\$13,053	131
Harlem Public Schools	\$6,593	66
Harlowton Public Schools	\$4,105	41
Harrison K-12 Schools	\$1,906	19
Havre Public Schools	\$11,550	116
Hays-Lodge Pole K-12 Schl	\$4,329	43
Heart Butte K-12 Schools	\$3,939	39
Helena Flats Elementary	\$2,430	24
Helena Public Schools	\$18,308	183
Hellgate Elementary	\$8,373	84
Helmville Elementary	\$371	4
Highwood Public Schools	\$2,262	23
Hinsdale Public Schools	\$2,071	21
Hobson K-12 Schools	\$2,430	24
Hot Springs Public Schls	\$3,200	32
Huntley Project K-12 Schls	\$6,676	67
Hysham K-12 Schools	\$2,129	21
Independent Elementary	\$2,679	27
Jackson Elementary	\$371	4
Jefferson High School Unif	\$2,314	23
Joliet Public Schools	\$4,105	41
Jordan Public Schools	\$2,430	24
Judith Gap Public Schools	\$1,301	13
Kalispell Public Schools	\$18,308	183
Kester Elementary	\$371	4

2019 Ballot  
Montana School Boards Association

**Voting Item #1: MTSBA Dues Revenue Estimate (FY21):**

- I support the FY21 Dues Revenue Estimate as presented.
- I oppose the FY21 Dues Revenue Estimate as presented.

**Voting Item #2: MTSBA Bylaw Amendment: Incorporating an Additional ISBC Member on the MTSBA Board of Directors**

- I support the MTSBA Bylaw Amendment as presented.
- I oppose the MTSBA Bylaw Amendment as presented.

**Voting Item #3: MTSBA Bylaw Amendment: Voting Power Tied to Number of Trustees**

- I support the MTSBA Bylaw Amendment as presented.
- I oppose the MTSBA Bylaw Amendment as presented.

**Voting Item #4: MTSBA Bylaw Amendment: Distribution of MTSBA Assets Upon Dissolution**

- I support the MTSBA Bylaw Amendment as presented.
- I oppose the MTSBA Bylaw Amendment as presented.

**Voting Item #5: MTSBA Bylaw Amendment: Conducting Business Via Electronic Means**

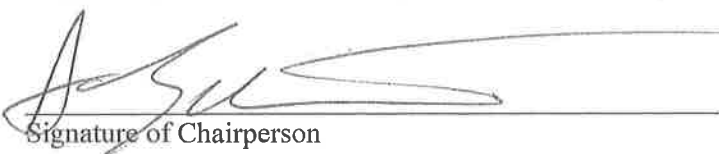
- I support the MTSBA Bylaw Amendment as presented.
- I oppose the MTSBA Bylaw Amendment as presented.

**Voting Item #6: MTSBA Bylaw Amendment: Submission of Late Resolutions**

- I support the MTSBA Bylaw Amendment as presented.
- I oppose the MTSBA Bylaw Amendment as presented.

**Voting Item #7: MTSBA Bylaw Amendment: Ballots To Be Signed by Chairperson**

- I support the MTSBA Bylaw Amendment as presented.
- I oppose the MTSBA Bylaw Amendment as presented.

  
Signature of Chairperson

12/18/2019  
Date

Aaron Schwierterman  
Printed Name

Gallatin Gateway School  
Name of School District/Co-Op Member