

# October Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, October 21, 2020** at **6:00pm** at the **Gallatin Gateway School at Gallatin Gateway Community Center** and via **Zoom**. (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

**Recognition:** Superintendent Theresa Keel, 4Rivers Regional Superintendent of the Year

### Consent Agenda

**Minutes:** September 16, 2020-special meeting; September 16, 2020-regular meeting; October 1, 2019- special meeting; October 2, 2019- special meeting; **Finance:** Warrants; **Personnel:** Hire: Classified/Certified Substitutes

### Superintendent's Report

### District Clerk's Report

### Old Business

Discussion: Board Communications and Standard Operating Procedures

### New Business

#### Action Items:

Athletics: Boys'/Girls' Basketball Programs

Hire: Boys' Basketball Coaches

Hire: Assistant Cook

2020-2021 Other Budgeted Funds Line-item Budget Adoption

Review and Adopt 2020-2021- Action Plan for Strategic Plan

Review and Consider Revisions to Superintendent Evaluation Tool

Review and Adopt District Policy Revisions and Additions:

- #3210- Equal Educational Opportunity, Nondiscrimination, and Sex Equity- revised
- #3225- Sexual Harassment of Students- revised
- #3225F- Sexual Harassment Reporting/Intake Form for Students-new
- #3225P-Sexual Harassment Grievance Procedure- Students- new
- #3226- Bullying/Harassment/Intimidation/Hazing-revised
- #3310- Student Discipline- revised
- #5010- Equal Opportunity, Non-Discrimination, and Sex Equity- revised
- #5012- Sexual Harassment of Employees- revised
- #5012P- Sexual Harassment Grievance Procedure-Employees- revised
- #5012F- Sexual Harassment Reporting/Intake Form for Employees-new
- #5015- Bullying/Harassment/Intimidation-revised
- 7425F- Class Fundraising Notice- new

#### Next Meetings:

Special Meeting- November 6, 2020 @ 10am- agenda setting

Regular Meeting- November 18, 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."*

**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 6:00 pm on Wednesday, October 21, 2020, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:11pm.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Theresa Keel, Superintendent, Carrie Fisher, District Clerk; Ashley Davis, Teacher; Fraulein Jaffe, Assistant Clerk; Erica Clar, Administrative Secretary.

**OTHERS PRESENT**

*No sign-in sheet due to COVID-19 and meeting being held virtually*

Morgan Stuart, Megan Nowlin, Lynn Nowlin, Zach Nowlin, Cassandra Elwell, Amy Kimmel,

**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

**RECOGNITION:** Board Chair Aaron Swieterman and Vice Chair Julie Fleury recognized Superintendent Theresa Keel for receiving the 4Rivers Regional Superintendent of the Year award.

**CONSENT AGENDA**

Motion: Trustee Patti Ringo to approve the consent agenda as presented. **Minutes:** September 16, 2020-special meeting; September 16, 2020-regular meeting; October 1, 2020- special meeting; and October 2, 2020- special meeting; **Finance:** Warrants #36738-36759 (claims), -99743-99737 (electronic claims) and #75733-74741 (payroll), #-99743- -99737 (direct deposits/electronic payroll); #-88146- -88143(electronic voids). **Personnel:** Hire: Classified/Certified Substitutes: Maxine Daniel, Connie Evenson, Brooke Savage, Dayna Bergin, Diane Belcourt, April Bettilyon, Cyndee Bishop, Cynthia Corliss, Kevin Germann, Mary Jo Haberman, Kimberli Jones, Cheryl Juergens, David Keightley, Rebecca Lieurance, Brad Parsch, Teresa Ann Quatraro, Leigh Strohn, Barry Sulam, and Debra Tysse.

Seconded: Vice Chair Julie Fleury

Public Comment: None  
For: Fleury, Martin, Paulson, Ringo, Schwieterman  
Opposed: None  
Motion passed unanimously.

### **SUPERINTENDENT REPORT**

Superintendent Keel shared the following with the Board: 1) Enrollment: 153; 2) Weekly PLC's; 3) Star Math/Reading data; 4) PIR Days- October 15 & 16; 5) Student Council Elections- planned for November 3; 6) Bonzed Museum project; 7) Volunteers- Brad Parsch, Morgan Stuart, Allison Bos, Brittany Flanigan, Britt Ewert, Amy Kimmel; 8) Building Committee happenings; 9) Deep clean of gym and 8th grade classroom; 10) Super Discuss and Cuss; 11) 8th grade parent meeting; 12) Outdoor tent setup; 13) Several middle school students quarantined as close contacts; 14) Safety Award from MSGIA

### **DISTRICT CLERK REPORT**

District Clerk Carrie Fisher reviewed the following with the Board: 1) FY20 audit documents- began process to send to auditor; 2) FY20 GASB #75 report; 3) Fall ANB Count = 153; 4) Quarterly payroll reports submitted; 5) GGS received Gary Griffith Safety Member of the Year award from MSGIA 6) Building Committee Meeting scheduled for October 28, 2020; 7) Grease Trap cleaning; 8) Boys' bathroom repaired- October 6; 9) Outdoor cafeteria tents- thank you Seth Nowlin and Joe Robb; 10) Bus Route change; 11) Assistant Clerk interviews; 12) Virtual adult education course; 13) Board training opportunities; and 14) Important dates.

### **OLD BUSINESS**

#### Board Communications and Standard Operating Procedures

The Board continued to brainstorm some ideas regarding board/community communications and standard operating procedures. Ideas included: 1) discussed email correspondence during agenda setting meetings to determine if can be answered by the Board chair, Superintendent, or if it should be a board discussion; 2) engage and communicate with the community by sending our completing an "annual report" 2x/year. This will be discussed further at next month's meeting

### **NEW BUSINESS**

#### Athletics: Boys'/Girls' Basketball Programs

Superintendent Keel recommended that girls' and boys' basketball grades 5-8 be held in intramural format to maintain the cohort model. She also noted that her recommendation would be to hold boys' and girls' basketball simultaneously for the duration of both seasons. She explained that her recommendation would be to live stream all scrimmages through facebook.

Motion: Trustee Julie Fleury to hold girls' and boys' basketball for grades 5-8 in an intramural format and hold boys' and girls programs simultaneously.

Seconded: Trustee Patti Ringo

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

#### Hire: Basketball Coaches

Motion: Vice Chair Julie Fleury to hire Levi Clark as the girl's basketball assistant coach (\$700/season stipend) and boys' basketball head coach (\$1200/season stipend) pending adequate fingerprint/background check; and hire MacKinzie Verke as the boys' assistant coach (\$700/season stipend).

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

Hire: Assistant Cook

Motion: Trustee Patti Ringo to hire Miranda Tucker as the Assistant Cook at \$14/hour, not to exceed 30 hours/week and \$2125 in annual flex benefits beginning no sooner than October 22, 2020 and ending no later than June 11, 2020 pending completion and acceptance of a pre-employment physical and fingerprint background check.

Seconded: Vice Chair Julie Fleury  
Public Comment: None  
For: Fleury, Martin, Paulson, Ringo, Schwieterman  
Opposed: None  
Motion passed unanimously.

2020-2021 Other Budgeted Funds Line-item budget Adoption

Motion: Vice Chair Julie Fleury to adopt the 2020-2021 line-item budgets for the following funds: transportation, bus depreciation, tuition, retirement, adult education, technology, flexibility, debt service, and building reserve.

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

Review and Adopt 2020-2021 Action Plan for Strategic Plan

Motion: Vice Chair Julie Fleury to adopt the 2020-2021 action plan for the Strategic Plan as presented.

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

The Board will revise the action plan at a future meeting after developing an action plan for: IV. Leadership, Communication & Collaboration: *We will create a school and school board environment abt is open to community, parent, and staff discussion and communication.*

Review and Consider Revisions to Superintendent Evaluation Tool

Motion: Vice Chair Julie Fleury to approve the Superintendent Evaluation as presented with no changes.

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

Review and adopt District Policy Revisions and Additions:

Motion: Vice Chair Julie Fleury to adopt the following policy additions and revisions:

- #3210- Equal Educational Opportunity, Nondiscrimination, and Sex Equity- revised- with optional wording included by MTSBA “*gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity*”
- #3225- Sexual Harassment of Students- revised
- #3225F- Sexual Harassment Reporting/Intake Form for Students-new
- #3225P-Sexual Harassment Grievance Procedure- Students- new
- #3226- Bullying/Harassment/Intimidation/Hazing-revised
- #3310- Student Discipline- revised
- #5010- Equal Opportunity, Non-Discrimination, and Sex Equity- revised
- #5012- Sexual Harassment of Employees- revised
- #5012P- Sexual Harassment Grievance Procedure-Employees- revised
- #5012F- Sexual Harassment Reporting/Intake Form for Employees-new
- #5015- Bullying/Harassment/Intimidation-revised
- 7425F- Class Fundraising Notice- new

Seconded: Trustee Patti Ringo

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None


Motion passed unanimously

Next Meetings:


- Building Committee Meeting- October 28, 2020 at 6:30pm
- Special Meeting- November 6, 2020 at 10am- agenda setting
- Regular Meeting- November 18, 2020 at 6:00pm

**ADJOURNMENT**

Board Chair Aaron Schwieterman adjourned the meeting at 7:59pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

# Gallatin Gateway School

"Educating the Future"

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

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

www.gallatingatewayschool.com

## MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, District Clerk

SUBJECT: Warrant Register Summary

DATE: October 16, 2020

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:

#36738- #36759

Electronic Payment:

#-99743 - #-99737

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

None

Payroll Warrant #'s:

#75733 - #74741

Direct Deposits/ACH #'s:

#-88176 - #-88141

Voided Payroll Warrant #'s:

#188146 - #-88143

Thank you,

10/16/20  
14:30:52

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 10/20

Page: 1 of 1  
Report ID: W100X

Claims *Accounts Payable*

Check			Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
-99743	E	1305 BMO MASTERCARD	58.83	10/20	10/21/20	
-99742	E	1305 BMO MASTERCARD	4166.67	10/20	10/21/20	
-99741	E	1305 BMO MASTERCARD	44.00	10/20	10/21/20	
-99740	E	1305 BMO MASTERCARD	886.69	10/20	10/21/20	
-99739	E	1305 BMO MASTERCARD	1829.10	10/20	10/21/20	
-99738	E	1305 BMO MASTERCARD	381.63	10/20	10/21/20	
-99737	E	1305 BMO MASTERCARD	1558.85	10/20	10/21/20	
36738	SC	43 ALSCO-AMERICAN LINEN DIVISION	118.64	10/20	10/21/20	
36739	SC	78 ARROWLEAF LAWN & LANDSCAPE	375.00	10/20	10/21/20	
36740	SC	150 BOZEMAN ARBORCARE TREE SERVICE	1425.00	10/20	10/21/20	
36741	SC	1278 BOZEMAN DAILY CHRONIICLE	417.00	10/20	10/21/20	
36742	SC	1328 BRIDGER ANALYTICAL LAB, INC	28.00	10/20	10/21/20	
36743	SC	228 CENTURYLINK	318.96	10/20	10/21/20	
36744	SC	262 COMMERCIAL ENERGY OF MONTANA INC	141.27	10/20	10/21/20	
36745	SC	1330 DENNING, DOWNEY & ASSOCIATES CPA'	2300.00	10/20	10/21/20	
36746	SC	1688 GETTYSBURG FLAG WORKS INC	146.45	10/20	10/21/20	
36747	SC	1173 GREAT FLOORS	375.00	10/20	10/21/20	
36748	SC	554 I-SAFE ENTERPRISES, LLC	300.00	10/20	10/21/20	
36749	SC	577 J&H INC	345.00	10/20	10/21/20	
36750	SC	655 LEE, JERRY	58.37	10/20	10/21/20	
36751	SC	856 NORTHWESTERN ENERGY	1661.00	10/20	10/21/20	
36752	SC	914 POSITIVE PROMOTIONS INC	79.55	10/20	10/21/20	
36753	SC	1724 PURITAN COMMERCIAL CLEANING & SER	6426.00	10/20	10/21/20	
36754	SC	1004 SCENIC CITY ENTERPRISES, INC	135.00	10/20	10/21/20	
36755	SC	1058 SNA - SCHOOL NUTRITION ASSOCIATIO	45.50	10/20	10/21/20	
36756	SC	1403 SYSCO MONTANA, INC.	2412.67	10/20	10/21/20	
36757	SC	1131 THE CARRIAGE HOUSE CAR WASH	49.01	10/20	10/21/20	
36758	SC	1132 THE CHEMNET CONSORTIUM	55.00	10/20	10/21/20	
36759	SC	420 US FOODS	3833.21	10/20	10/21/20	
Claims Total # of Checks:		29	Total:	29971.40		
Grand Total # of Checks:		29	Total:	29971.40		

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)

10/16/20  
14:31:32

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 10/20

Page: 1 of 4  
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
367388	43 ALSCO-AMERICAN LINEN DIVISION						
	2451	118.64					
1	1611965 10/05/20 RUGS,MOPS, APRONS, TOWELS	38.82		101	80	100-2600	610
2	1611965 10/05/20 RUGS,MOPS, APRONS, TOWELS	3.23		110	80	100-2700	610
3	1611965 10/05/20 RUGS,MOPS, APRONS, TOWELS	22.64*		112	80	910-3100	610
4	1613691 10/12/20 RUGS,MOPS, APRONS, TOWELS	32.37		101	80	100-2600	610
5	1613691 10/12/20 RUGS,MOPS, APRONS, TOWELS	2.70		110	80	100-2700	610
6	1613691 10/12/20 RUGS,MOPS, APRONS, TOWELS	18.88*		112	80	910-3100	610
	Total Check:	118.64					
367398	78 ARROWLEAF LAWN & LANDSCAPE						
	2452	375.00					
1	161 10/01/20 MOWING- SEPT 5,13 & 26	375.00*		101	80	100-2630	440
	Total Check:	375.00					
367408	150 BOZEMAN ARBORCARE TREE SERVICE						
	2454	1,425.00					
1	84586 09/09/20 TREE & SHRUB PRUNING/TRIMMING	1,425.00		101	80	100-2600	440
	Total Check:	1,425.00					
367418	1278 BOZEMAN DAILY CHRONICLE						
	2453	417.00					
1	32286 09/17/20 LEGAL AD- DISPOSE OF MATERIALS	22.00		101	80	100-2300	540
2	32002 09/23/20 EMPLOYMENT AD- ASSISTANT COOK	395.00*		101	80	100-2572	540
	Total Check:	417.00					
367428	1328 BRIDGER ANALYTICAL LAB, INC						
	2472	28.00					
1	2010282 10/16/20 WATER TESTING	27.44		101	80	100-2600	421
2	2010282 10/16/20 WATER TESTING	0.56		117	80	610-2600	421
	Total Check:	28.00					
367438	228 CENTURYLINK						
	2455	318.96					
1	10/04/20 PHONE SERVICE	232.84		101	80	100-2300	531
2	10/04/20 PHONE SERVICE	79.74		110	80	100-2300	531
3	10/04/20 PHONE SERVICE	6.38		117	80	610-2300	531
	Total Check:	318.96					
367448	262 COMMERCIAL ENERGY OF MONTANA INC						
	2456	141.27					
1	NEWEO61904 10/05/20 GAS ON NWE SYSTEM	138.44		101	80	100-2600	411
2	NEWEO61904 10/05/20 GAS ON NWE SYSTEM	2.83		117	80	610-2600	411
	Total Check:	141.27					



10/16/20  
14:31:32

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 10/20

Page: 2 of 4  
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
36745S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S						
	2470	2,300.00					
1	14274 10/12/20 GASBY #75 REPORT ASSISTANCE	2,300.00		101	80	100-2300	330
	<b>Total Check:</b>	<b>2,300.00</b>					
36746S	1688 GETTYSBURG FLAG WORKS INC						
	2457	146.45					
1	308679 08/11/20 Battle-Tough Flag 5x9.5	81.00	20220	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2600-610-						
2	308679 08/11/20 Rubber-coated Flag clips	62.94	20220	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2600-610-						
3	308679 08/11/20 SHIPPING	16.90	20220	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2600-610-						
4	308679 08/11/20 DISCOUNT	-14.39	20220	101		999	
	PO Accounting (Org/Prog/Func/Obj/Proj: 80-100-2600-610-						
	<b>Total Check:</b>	<b>146.45</b>					
36747S	1173 GREAT FLOORS						
	2458	375.00					
1	07/17/20 FLOORING REPAIRS- LABOR	375.00		101	80	100-2600	440
	<b>Total Check:</b>	<b>375.00</b>					
36748S	554 I-SAFE ENTERPRISES, LLC						
	2460	300.00					
1	IVC1202411 09/28/20 I-SAFE DISTRICT RENEWAL	216.00*		128	81	100-1000	810
	INSTRUCTIONAL SUPPLIES-101						
2	IVC1202411 09/28/20 I-SAFE DISTRICT RENEWAL	84.00*		128	82	100-1000	810
	INSTRUCTIONAL SUPPLIES--101						
	<b>Total Check:</b>	<b>300.00</b>					
36749S	577 J&H INC						
	2459	345.00					
1	593682 10/07/20 COPIER- MAIN OFFICE	345.00		101	80	100-2300	550
	<b>Total Check:</b>	<b>345.00</b>					
36750S	655 LEE, JERRY						
	2461	58.37					
1	09/11/20 REIMBURSEMENT- MILEAGE	36.23*		101	80	100-2600	582
2	09/11/20 REIMBURSEMENT- DUMP RUN	5.00		101	80	100-2600	810
3	09/29/20 REIMBURSEMENT- MILEAGE	17.14		101	80	100-2500	582
	<b>Total Check:</b>	<b>58.37</b>					

10/16/20  
14:31:32

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 10/20

Page: 3 of 4  
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
36751S	856 NORTHWESTERN ENERGY						
	2462	1,661.00					
1	10/05/20 ELECTRICITY	919.21		101	80	100-2600	412
	ELECTRICITY						
2	10/05/20 ELECTRICITY	235.70*		110	80	100-2600	412
	ELECTRICITY						
3	10/05/20 ELECTRICITY	23.57		117	80	610-2600	412
	ELECTRICITY						
4	10/05/20 POWER-LIGHTS	79.49		101	80	100-2600	410
	POWER-LIGHTS						
5	10/05/20 POWER-LIGHTS	82.80		110	80	100-2600	410
	POWER-LIGHTS						
6	10/05/20 POWER-LIGHTS	3.31		117	80	610-2600	410
	POWER-LIGHTS						
7	10/05/20 NATURAL GAS	310.58		101	80	100-2600	411
	NATURAL GAS						
8	10/05/20 NATURAL GAS	6.34		117	80	610-2600	411
	NATURAL GAS						
	<b>Total Check:</b>	<b>1,661.00</b>					
36752S	914 POSITIVE PROMOTIONS INC						
	2463	79.55					
1	06612424 10/02/20 PENCILS- 25/PK	65.60	21100	110	80	100-2700	610
2	06612424 10/02/20 SHIPPING	13.95	21100	110	80	100-2700	610
	<b>Total Check:</b>	<b>79.55</b>					
36753S	1724 PURITAN COMMERCIAL CLEANING &						
	2464	6,426.00					
1	25737 10/01/20 MONTHLY CUSTODIAL	4,583.28		101	80	100-2600	433
2	25737 10/01/20 MONTHLY CUSTODIAL	1,175.20		110	80	100-2600	433
3	25737 10/01/20 MONTHLY CUSTODIAL	117.52		117	80	610-2600	433
4	25875 10/14/20 ELECTROSTIC CLEANING- COVID	407.00*		115	80	770-2600	440 198
	CRF- GOVERNOR- SUPPLIES						
5	25875 10/14/20 ELECTROSTIC CLEANING- COVID	143.00*		115	80	770-2600	440 198
	CRF- GOVERNOR- SUPPLIES						
	<b>Total Check:</b>	<b>6,426.00</b>					
36754S	1004 SCENIC CITY ENTERPRISES, INC						
	2465	135.00					
1	24051 10/13/20 GREASE TRAP CLEANING- KITCHEN	135.00		101	80	100-2600	440
	<b>Total Check:</b>	<b>135.00</b>					

10/16/20  
14:31:32

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 10/20

Page: 4 of 4  
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
36755S	1058 SNA -- SCHOOL NUTRITION ASSOCIATION						
	2466	45.50					
1	MEMBERSHIP RENEWAL	45.50	21010	101	80	100-2500	810
		<b>Total Check:</b>					
		45.50					
36756S	1403 BYSCO MONTANA, INC.						
	2467	2,412.67					
1	243931163 09/22/20 FOOD	640.73*		112	80	910-3100	630
2	243922123 09/15/20 FOOD	321.47*		112	80	910-3100	630
3	243922123 09/15/20 SUPPLIES	130.38*		112	80	910-3100	610
4	243926449 09/18/20 FOOD	106.44*		112	80	910-3100	630
5	243926449 09/18/20 SUPPLIES	279.17*		112	80	910-3100	610
6	243951730 10/06/20 FOOD	917.38*		112	80	910-3100	630
7	243951730 10/06/20 SUPPLIES	17.10*		112	80	910-3100	610
		<b>Total Check:</b>					
		2,412.67					
36757S	1131 THE CARRIAGE HOUSE CAR WASH						
	2469	49.01					
1	4635 09/30/20 CAR WASH- BUS (X3)	41.18		110	80	100-2740	440
2	4585 09/31/20 CAR WASH-BUS (X1)	7.83		110	80	100-2740	440
		<b>Total Check:</b>					
		49.01					
36758S	1132 THE CHEMNET CONSORTIUM						
	2468	55.00					
1	105686 10/08/20 RANDOM DRUG SCREEN	55.00		110	80	100-2700	330
		<b>Total Check:</b>					
		55.00					
36759S	420 US FOODS						
	2471	3,833.21					
1	5946145 10/08/20 FOOD	122.81		101	80	910-3100	630
2	5946145 10/08/20 FOOD	286.55*		112	80	910-3100	630
3	5943172 10/01/20 FOOD	348.87		101	80	910-3100	630
4	5943172 10/01/20 FOOD	814.04*		112	80	910-3100	630
5	5943173 10/01/20 FOOD	306.02*		112	80	910-3100	630
6	5943173 10/01/20 SUPPLIES	63.78*		112	80	910-3100	610
7	5934981 09/14/20 FOOD	630.09*		112	80	910-3100	630
8	5936761 09/17/20 FOOD	787.21*		112	80	910-3100	630
9	5939856 09/24/20 FOOD	473.84*		112	80	910-3100	630
		<b>Total Check:</b>					
		3,833.21					
	<b># of Claims</b>	22					
	<b>Total:</b>	21,045.63					

10/16/20  
14:25:16

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 10/20

Page: 2 of 3  
Report ID: W100X

Payroll

*Payroll*

Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
-88176	P	56 I	0.00	10/20	10/05/20	
-88175	P	100027	1408.88	10/20	10/05/20	
-88174	P	100061	378.89	10/20	10/05/20	
-88173	P	90	1330.05	10/20	10/05/20	
-88172	P	11	2531.06	10/20	10/05/20	
-88171	P	15	3831.50	10/20	10/05/20	
-88170	P	100011	2324.76	10/20	10/05/20	
-88169	P	20	3303.72	10/20	10/05/20	
-88168	P	100014	2218.76	10/20	10/05/20	
-88167	P	100031	2205.66	10/20	10/05/20	
-88166	P	25	3595.64	10/20	10/05/20	
-88165	P	100010	2977.58	10/20	10/05/20	
-88164	P	100032	2212.62	10/20	10/05/20	
-88163	P	100009	3056.42	10/20	10/05/20	
-88162	P	100007	975.13	10/20	10/05/20	
-88161	P	111	2339.51	10/20	10/05/20	
-88160	P	71	1048.83	10/20	10/05/20	
-88159	P	100030	3537.28	10/20	10/05/20	
-88158	P	93	1728.40	10/20	10/05/20	
-88157	P	39	1993.45	10/20	10/05/20	
-88156	P	100034	678.13	10/20	10/05/20	
-88155	P	40	1611.28	10/20	10/05/20	
-88154	P	100058	2434.26	10/20	10/05/20	
-88153	P	44	2806.96	10/20	10/05/20	
-88152	P	100059	707.28	10/20	10/05/20	
-88151	P	49	2201.26	10/20	10/05/20	
-88150	P	86	2338.81	10/20	10/05/20	
-88149	P	96	1930.21	10/20	10/05/20	
-88148	P	58	2408.31	10/20	10/05/20	
-88147	P	FIT	EFTPS-IRS	17266.26	10/20	10/05/20
-88146	C	P.E.R.S.	PERS VOID	0	10/20	10/05/20 10/07/20 - incorrect amount, includes 09/20 accrual amounts.  Cancelled and will recreate check amount for each month separately.
-88145	C	TRS	TEACHERS RETIREMENT SYST VOID	0	10/20	10/05/20 10/07/20 - Incorrect amount, includes 09/20 accruals.  Cancelling check and will process 2 separate checks.
-88144	V	Check not processed in this period VOID		0	/ 0	/ /
-88143	V	Check not processed in this period VOID		0	/ 0	/ /
-88142	P	P.E.R.S.	PERS	2403.35	10/20	10/05/20
-88141	P	TRS	TEACHERS RETIREMENT SYST	12276.41	10/20	10/05/20
75733	P	100060		75.77	10/20	10/05/20
75734	P	FLEX	ALLEGIANCE BENEFIT PLAN	3094.67	10/20	10/05/20
75735	P	LIFE INSURANCE	DEARBORN LIFE INSURANCE	114.00	10/20	10/05/20
75736	P	SIT	DEPARTMENT OF REVENUE	3242.00	10/20	10/05/20

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)

10/16/20  
14:25:16

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 10/20

Page: 3 of 3  
Report ID: W100X

Payroll

Check				Date		
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
75737	P	MEA DUES	MEPE, JAMIE HETHERINGTON	304.50	10/20	10/05/20
75738	P	MUST	MUST	14255.00	10/20	10/05/20
75739	P	NEA	SECURITY BENEFIT LIFE IN	745.00	10/20	10/05/20
75740	P	Unempl. Insur.	MONTANA SCHOOLS UNEMPLOY	686.45	10/20	10/05/20
75741	P	Workers' Comp	MSGIA	786.37	10/20	10/05/20
Payroll Total # of Checks:		45	Total:	115364.42		
Grand Total # of Checks:		67	Total:	136410.05		

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)

**October/November- as of October 16, 2020**  
**Certified/Classified Substitute Recommendations:**

---

**Bus Driver**

Maxine Daniel

**Kitchen/Food Service**

Connie Evenson

Brooke Savage

**Teachers/Aides/Other**

Dayna Bergin

Diane Belcourt

April Bettilyon

Cyndee Bishop

Cynthia Corliss

Connie Evenson

Kevin Germann

Mary Jo Haberman

Kimberli Jones

Cheryl Juergens

David Keightley

Rebecca Lieurance

Brad Parsch

Teresa Ann Quatraro

Leigh Strohn

Barry Sulam

Debra Tysse

**Office/Clerical**

Connie Evenson

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



# SUPERINTENDENT REPORT

Theresa Keel

## Supt. Happenings

- Attended SpEd Coop
- Attended 4 Rivers MASS
- Attended 2 504 Meetings, 4 IEP Meetings, 4 RtI Meetings
- 2 EPAS Observations
- PIE, Sportsman's Banquet committee

## Strategic Goals

### *Individual Student Success*

- Weekly PLCs for Curriculum (ELA, K-2, MS Math, SS, Primary, Intermediate)
- Star Data, Title IX Training, Sub Folders, Literary Character Day at Weekly all-teacher PLCs
- Star Data — where we are, what are our goals?
- PIR Days — Curriculum Alignment with new Instructional Materials, MEA, Flex
- Worked with Alix Davis and Mary Martin regarding Student Council Elections and plans

- Met with 3-5, Art, Library to coordinate what the Bronze Museum project looks like this year — specifically to ensure all curricular coordination.

### **Staff and Volunteers**

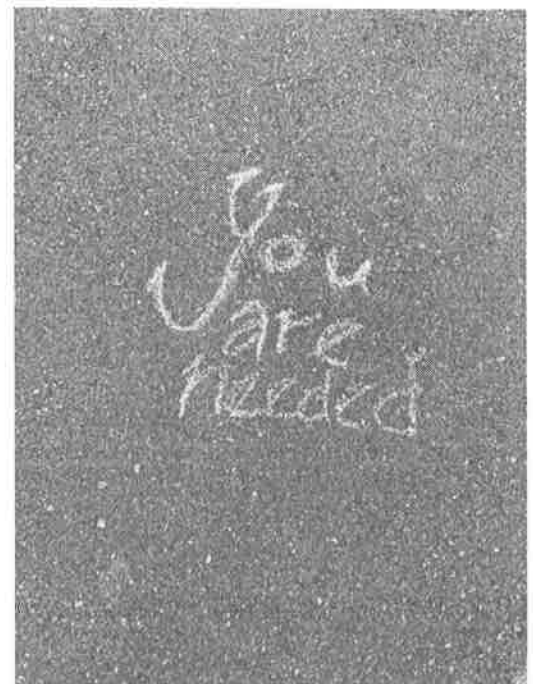
- Mr. Parsch working with Remote Students 3 days a week
- Big Thanks to Allison Bos, Morgan Stuart, Brittany Flanigan, and Britt Ewert for their volunteering in our cafeteria! Thanks also to Jessica Black for assistance in the Library!

### **Facilities**

- Building Committee continuing process
- Puritan Cleaners provided a Deep Clean of the 8th Grade Classroom and Gymnasium

### **Leadership, Communication, Collaboration**

- Super Discuss and Cuss on Sept 28 regarding Building Committee Recommendations
- Super Discuss and Cuss on Oct 12 — Basketball Season, COVID
- Holding 8th Grade Parent Meeting regarding Wash. DC Trip Oct 22



June 30, 2020



# SUPERINTENDENT REPORT

Theresa Keel

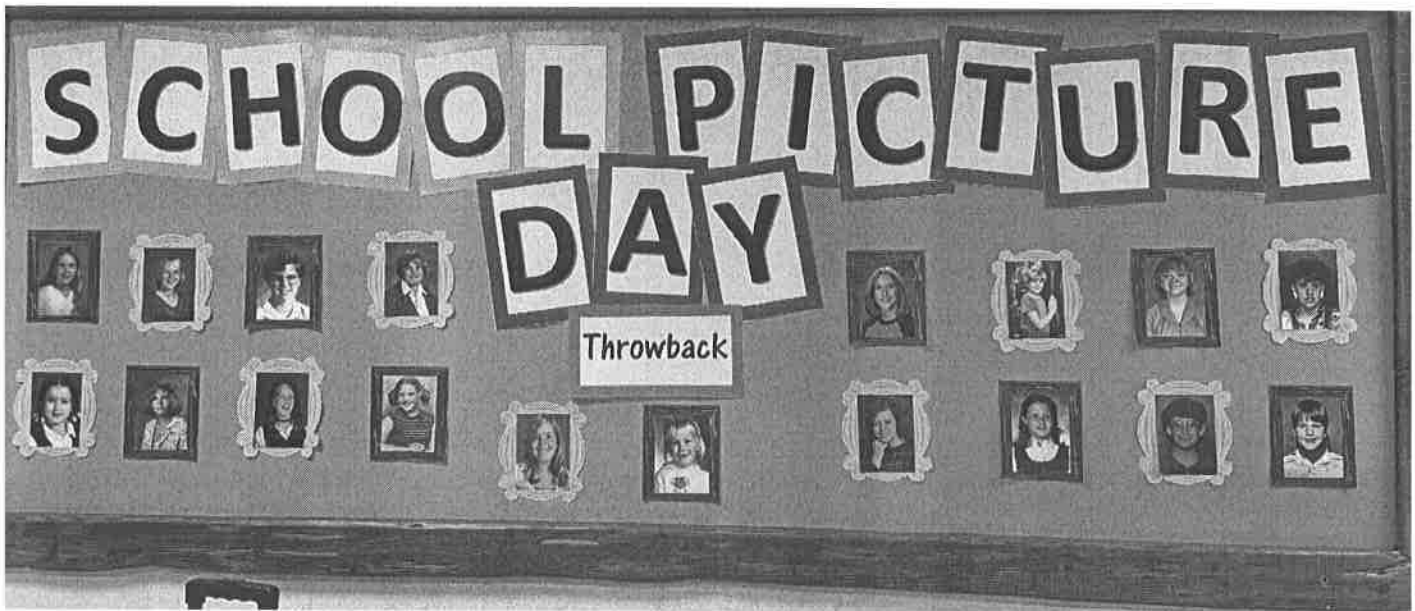
## Supt. Happenings Cont.

- Attended MCEL Oct 15-16
- Attended MSGIA Membership Meeting Oct 14
- Attended SAM Business Meeting

## Safety

- 8th Grade students constructed Canvas Tents for Outdoor cafeterias
  - 2 COVID-19 Positive Cases
  - Worked with Middle School Teachers and Health Department regarding Quarantine
- 
- Quarantined 41 students through Oct. 21
  - Quarantined 1 staff member, 2 students through October 23.
  - Received Safety Award from MSGIA

## #GGSGators





### Enrollment Summary

<b>Grade</b>	<b>Total</b>	<b>Home-</b>	<b>In Per-</b>	<b>Boys</b>	<b>Girls</b>	<b>OD</b>
<b>K</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>10</b>	<b>7</b>	<b>7</b>
<b>1</b>	<b>12</b>	<b>2</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>4</b>
<b>2</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>6</b>	<b>8</b>	<b>3</b>
<b>3</b>	<b>16</b>	<b>2</b>	<b>14</b>	<b>11</b>	<b>5</b>	<b>4</b>
<b>4</b>	<b>17</b>	<b>1</b>	<b>16</b>	<b>8</b>	<b>9</b>	<b>4</b>
<b>5</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>11</b>	<b>3</b>	<b>2</b>
<b>6</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>13</b>	<b>7</b>	<b>6</b>
<b>7</b>	<b>21</b>	<b>3</b>	<b>18</b>	<b>10</b>	<b>11</b>	<b>3</b>
<b>8</b>	<b>22</b>	<b>1</b>	<b>21</b>	<b>11</b>	<b>11</b>	<b>3</b>
<b>Total:</b>	<b>153</b>	<b>9</b>	<b>144</b>	<b>86</b>	<b>67</b>	<b>36</b>
Enrollment as						

Report Summary

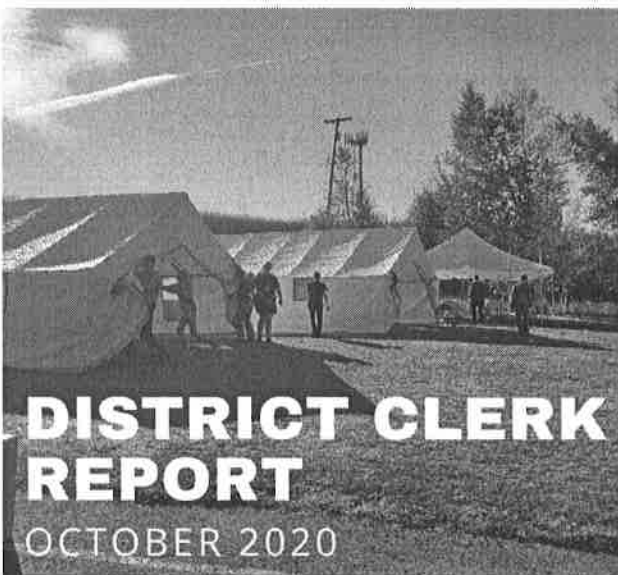
**All Grades**

Grade ▲	Less than Proficient				Proficient				Star Math Participation			
	Level 1		Level 2		Level 3		Level 4		Tested		Not Tested	
	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
<b>Grade K</b>	-	-	-	-	-	-	-	-	0	0%	17	100%
<b>Grade 1</b>	-	-	-	-	-	-	-	-	0	0%	14	100%
<b>Grade 2</b>	3	21%	7	50%	1	7%	3	21%	14	93%	1	7%
<b>Grade 3</b>	1	7%	4	27%	6	40%	4	27%	15	94%	1	6%
<b>Grade 4</b>	6	35%	4	24%	7	41%	0	0%	17	100%	0	0%
<b>Grade 5</b>	3	21%	5	36%	1	7%	5	36%	14	100%	0	0%
<b>Grade 6</b>	5	28%	8	44%	2	11%	3	17%	18	90%	2	10%
<b>Grade 7</b>	8	38%	6	29%	5	24%	2	10%	21	100%	0	0%
<b>Grade 8</b>	7	32%	7	32%	4	18%	4	18%	22	100%	0	0%

Report Summary

**All Grades**

Grade ▲	Less than Proficient				Proficient				Star Reading Participation			
	Level 1		Level 2		Level 3		Level 4		Tested		Not Tested	
	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
<b>Grade K</b>	-	-	-	-	-	-	-	-	0	0%	17	100%
<b>Grade 1</b>	-	-	-	-	-	-	-	-	0	0%	14	100%
<b>Grade 2</b>	9	64%	1	7%	1	7%	3	21%	14	93%	1	7%
<b>Grade 3</b>	2	13%	1	6%	6	38%	7	44%	16	100%	0	0%
<b>Grade 4</b>	5	29%	3	18%	3	18%	6	35%	17	100%	0	0%
<b>Grade 5</b>	1	7%	2	14%	5	36%	6	43%	14	100%	0	0%
<b>Grade 6</b>	2	11%	4	22%	7	39%	5	28%	18	90%	2	10%
<b>Grade 7</b>	4	19%	3	14%	8	38%	6	29%	21	100%	0	0%
<b>Grade 8</b>	1	5%	3	14%	13	59%	5	23%	22	100%	0	0%



# DISTRICT CLERK REPORT

OCTOBER 2020

## BOARD TRAINING

- 1. Lead & Learn Series on MTSBA website- recordings

## IMPORTANT DATES:

**October 28-** Building Committee meeting @ 6:30pm (via Zoom)

**October 30-** end of 1st quarter

**October 30-** Early Release- 1:23pm

**November 6-** Agenda Setting Meeting @ 10am 9via Zoom)

**November 10-** PIR Day- Parent/Teacher Conferences- No School

**November 13-** School Picture Retake Day- come get your photo taken if you didn't in October!

**November 18-** Regular Meeting @ 6pm (via Zoom)

**November 25-27-** Thanksgiving Break



## SCHOOL FINANCE & OPERATIONS

- FY20 Audit underway- started submitting documents Oct. 8
- FY20 GASB #75- Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions (attached)- completed by Denning, Downey, and Associates
- Fall ANB Count submitted Oct. 6 (attached)
- Quarterly payroll reports submitted- Oct 7 (W/C, U/I, 941)
- GGS received *Gary Griffith Safety Member of the Year Award* from MSGIA- October 14 (info attached)

## FACILITIES & GROUNDS

- Building Committee Meeting- October 28 at 6:30pm via Zoom
- Grease trap in kitchen cleaned- Oct. 13 by Scenic City Enterprises- water was backing up in kitchen.
- Boys' bathroom repaired- October 6
- Cafeteria tents set up by 8th graders- October 6. Thank you Seth Nowlin and Joe Robb for helping!

## TRANSPORTATION

- Bus Route change submitted to County Superintendent- Oct. 2
- Bus Route change approved by County Superintendent- Oct. 5- temp for 60 days until county transportation committee meets for final approval

## FOOD SERVICE

- Assistant Cook position interviews held- hiring recommendation in packet

## ADULT EDUCATION

- Several virtual courses offered
- Great participation- even out of state participants!

GALLATIN GATEWAY PUBLIC SCHOOLS  
GALLATIN COUNTY, MONTANA  
**Calculations of the  
Total OPEB Liability  
required by GASB #75**  
Fiscal Year Ended June 30, 2020

**Denning, Downey & Associates, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

GALLATIN GATEWAY PUBLIC SCHOOLS

GALLATIN COUNTY, MONTANA

Fiscal Year Ended June 30, 2020

**TABLE OF CONTENTS**

Introduction Letter	1
Definitions	2-4
Methods and Assumptions	5-9
Footnotes	10-12
Required Supplementary Information	13
Adjustments	14-15

***Denning, Downey & Associates, P.C.***  
***CERTIFIED PUBLIC ACCOUNTANTS***

*P.O. Box 1957, Kalispell, MT 59903-1957*  
*(406) 756-6879 • FAX (406) 257-7879 • E-Mail [dda@ddaudit.com](mailto:dda@ddaudit.com)*  
*Robert K. Denning, CPA, CGFM, CFF, CITP*

September 30, 2020

Carrie Fisher  
P.O. Box 265  
Gallatin Gateway, MT 59725

We have prepared this report from census data and underlying assumptions that were presented to us by the Gallatin Gateway Public Schools, Gallatin County, Montana. We used this information to assist you in implementing the Governmental Accounting Standards Board (GASB) Statement No. 75 "*Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*". We have not audited the results of the GASB #75 calculation; accordingly, we express no opinion on it.

GASB 75 requires that a new valuation be completed every two years. In the off years, the total OPEB liability should be updated to best represent the value of the liability (roll forward). To update the total OPEB liability in the year ending June 30, 2021, we recommend recognizing the service cost calculated in this report which totals \$2,824. Further detail on the adjustment is provided on page 15. If you determine that the assumptions or demographics have changed significantly, we recommend a new valuation be completed.

Use of this report is limited to the management of the Gallatin Gateway Public Schools.

*Denning, Downey and Associates, CPA's, P.C.*

Denning, Downey and Associates CPA's P.C.

## **Definitions**

GASB 75 defines several unique terms not commonly employed. The definitions of the terms used in the GASB actuarial valuations are noted below.

<b>Active employees</b>	Individuals employed at the end of the reporting or measurement period, as applicable.
<b>Actuarial valuation</b>	The determination, as of a point in time (the actuarial valuation date), of the service cost, total OPEB liability, and related actuarial present value of projected benefit payments for OPEB performed in conformity with Actuarial Standards of Practice unless otherwise specified by the GASB.
<b>Closed Period</b>	A specific number of years that is counted from one date and declines to zero with the passage of time. For example, if the recognition period initially is five years on a closed basis, four years remain after the first year, three years after the second year, and so forth.
<b>Covered-employee payroll</b>	The payroll of employees that are provided with OPEB through the OPEB plan.
<b>Defined benefit OPEB</b>	OPEB for which the benefits that the employee will receive at or after separation from employment are defined by the benefit terms. The OPEB may be stated as (a) a specified dollar amount; (b) an amount that is calculated based on one or more factors such as age, years of service, and compensation; or (c) a type or level of coverage such as prescription drug coverage or a percentage of health insurance premiums. (OPEB that does not have all of the terms of defined contribution OPEB is classified as defined benefit OPEB for purposes of this Statement.)
<b>Discount rate</b>	The single rate of return that, when applied to all projected benefit payments, results in an actuarial present value of projected benefit payments equal to the yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher (or equivalent quality on another rating scale).



<b>Entry age actuarial cost method</b>	A method under which the actuarial present value of the projected benefits of each individual included in an actuarial valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age(s). The portion of this actuarial present value allocated to a valuation year is called the normal cost. The portion of this actuarial present value not provided for at a valuation date by the actuarial present value of future normal costs is called the Actuarial accrued liability.
<b>Healthcare cost trend rates</b>	The rates of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
<b>Inactive employees</b>	Individuals no longer employed by an employer in the OPEB plan or the beneficiaries of those individuals. Inactive employees include individuals who have accumulated benefits under the terms of an OPEB plan but are not yet receiving benefit payments and individuals currently receiving benefits.
<b>Insured plans</b>	Defined benefit OPEB plans in which benefits are financed through an arrangement whereby premiums are paid or other payments are made to an insurance company while employees are in active service, in return for which the insurance company unconditionally undertakes an obligation to pay the postemployment benefits of those employees as defined in the OPEB plan terms.
<b>Other postemployment benefits (OPEB)</b>	Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.
<b>Projected benefit payments</b>	All benefits (including refunds of employee contributions) estimated to be payable through the OPEB plan (including amounts to be paid by employers or nonemployer contributing entities as the benefits come due) to current active and inactive employees as a result of their past service and their expected future service.

<b>Service costs</b>	The portions of the actuarial present value of projected benefit payments that are attributed to valuation years.
<b>Termination benefits</b>	Inducements offered by employers to active employees to hasten the termination of services, or payments made in consequence of the early termination of services. Termination benefits include early-retirement incentives, severance benefits, and other termination-related benefits.
<b>Total OPEB liability</b>	The portion of the actuarial present value of projected benefit payments that is attributed to past periods of employee service in conformity with the requirements of this Statement. The total OPEB liability is the liability of employers and nonemployer contributing entities to employees for benefits provided through a defined benefit OPEB plan that is not administered through a trust that meets the criteria in paragraph 4 of this Statement.
<b>Pay-as-you-go</b>	A method of financing a benefit plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.
<b>Per Capita Costs</b>	The current cost of providing postretirement health care benefits for one year at each age from the youngest age to the oldest age at which plan participants are expected to receive benefits under the plan.
<b>Present Value of Future Benefits</b>	Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment.

## **Summary**

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This report has been prepared for Gallatin Gateway School District, for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to assist in complying with the reporting and disclosure requirements under GASB statements 74 and 75.

## **GASB 74 and 75**

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The Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, was issued in June 2015 with early implementation encouraged. The statement brings about fundamental changes in how OPEB is accounted for and reported, to be more consistent with recent GASB pronouncements (GASB 68 - Accounting and Financial Reporting for Pensions). It is intended to increase the usefulness of information about the OPEB in financial reports of state and local governments. GASB 75 replaces GASB 45, and includes several key differences. The frequency of valuations for all actuarial methods, including the alternative measurement method, is now two years for all entities. The GASB now only allows one actuarial valuation method, the Entry Age Actuarial Cost Method. The amount of footnote disclosures are required to include further detail on the plan description and benefits provided, the assumptions used in the valuations, a sensitivity analysis, and include the number of employees in the plan. The state and local governments are further required to present required supplementary information that includes a 10 year schedule of the most recent fiscal years summarizing sources of changes in OPEB liabilities, components, and other related ratios. It did allow governments with under 100 members to continue using the alternative measurement method in the valuation of the OPEB liability, which is used in the following report.

## **Alternative Measurement Method**

---

Entities with 1 to 99 members do not need to have its valuation performed by an actuary, and is allowed to use the alternative measurement method to calculate its OPEB liability. The alternative measurement method is an approach that includes the same broad measurement steps as an actuarial valuation (projecting benefit payments, discounting projected benefit payments to a present value, and attributing the present value of projected benefit payments to periods using an actuarial cost method). However, it permits simplification of certain assumptions.

## **Age-Adjusted Premiums**

---

State and local governments in Montana are required by law (MCA 2-18-704) to provide inactive employees with the ability to retain health insurance coverage at the same premium rate charged to active employees. This inclusion of inactive employees in the same insurance pool as active employees increases the blended premium rate when determining the health insurance rates. The increase in blended premium rates is the result of healthcare claims costs and age. If active and inactive employees are segregated into separate insurance pools, the blended premium rate for active employees would generally be lower than the rates for an inactive employees pool. As a result, because Montana state and local governments are required by law to allow inactive employees the opportunity to participate in the same health insurance pool as active employees, the premiums paid for coverage of active employees are higher. This is sometimes referred to as an implicit rate subsidy, as directly explained in the previous OPEB statement - GASB 75. This difference in premiums in most cases is significant and those blended premium rates do not reflect the actual cost of providing the current benefit to active employees. Therefore, the cost of future benefit payments, OPEB liability, provided to active employees as a part of the current period employment be measured using the age-adjusted premiums to project future benefit costs as required by GASB 75.

## Methods and Assumptions

Methods	
Demographics Data Date	June 30, 2020
Valuation Date	June 30, 2020
Cost Method	Entry Age Actuarial Cost Method
Plan Assets	None

Economic Assumptions	
Discount Rate	2.10%
Wage Inflation Factor	2.54%
Health Care Cost Rate	5.20% in 2020 grading to 5.6% over 11 years and after

Other Assumptions	
Life expectancy	United States Life Tables - 2017: Tables 2 and 3
Assumed Retirement Age	62
Turnover	See table in future pages.
Age-Adjusted Premiums (Member)	\$16,286
Age-Adjusted Premiums (Member and Spouse)	\$16,286
Employee Assumptions	<ul style="list-style-type: none"> <li>-Members who are currently married are assumed to be married to those spouses at retirement.</li> <li>-Spouses are assumed to retire the same year as the member for benefit purposes.</li> <li>-Those who are single are assumed to be single at retirement.</li> <li>-The type of listed benefit plan for the employee is assumed to be the same at retirement as the valuation date.</li> <li>- 100% of employees will stay on the government's health insurance after their expected retirement age unless they are currently retired and receiving benefits.</li> <li>- Only 10% of the retired or inactive employees are assumed to participate in other-postemployment plans</li> <li>-It is assumed that once member reach 65 they will convert to Medicare coverage</li> </ul>
Benefits Not Included	The valuation only includes the medical insurance. The entity may offer other forms of insurance in retirement, but these adjusted premiums are assumed to be insignificant and are therefore not included in this valuation.

**Analysis of Assumptions**

<b>Economic Assumptions</b>	
Discount Rate	Since the plan is unfunded, the discount rate was determined using index rate for 20-year tax-exempt general obligation municipal bonds in July 2020. <a href="https://www.bankrate.com/rates/interest-rates/bond-buyer-20-bond-index.aspx">https://www.bankrate.com/rates/interest-rates/bond-buyer-20-bond-index.aspx</a>
Wage Inflation Factor	2.54% calculated per the change in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) between January 2019 and January 2020. <a href="https://www.ssa.gov/oact/STATS/cpiw.html">https://www.ssa.gov/oact/STATS/cpiw.html</a>
Health Care Cost Rate	Obtained from projections of the Office of the Actuary at the Centers for Medicare and Medicaid Services, as published in National Health Care Expenditures Projections: 2012-2028, Table 3: National Health Expenditures; Aggregate and per Capita Amounts, Percent Distribution and Annual Percent Change by Source of Funds: Calendar Years 2012-2028, published by the Health Care Financing Administration. <a href="https://www.cms.gov/Research-Statistics-Data-and-Systems/Statistics-Trends-and-Reports/NationalHealthExpendData/NationalHealthAccountsProjected.html">https://www.cms.gov/Research-Statistics-Data-and-Systems/Statistics-Trends-and-Reports/NationalHealthExpendData/NationalHealthAccountsProjected.html</a>

<b>Other Assumptions</b>	
Life expectancy	Obtained from United States Life Tables, 2017 for Males; Table 2 and Females: Table 3 as published in the National Vital Statistics Reports, Vol. 68, No. 7, June 24, 2019. <a href="https://www.cdc.gov/nchs/data/nvsr/nvsr68/nvsr68_07-508.pdf">https://www.cdc.gov/nchs/data/nvsr/nvsr68/nvsr68_07-508.pdf</a>
Assumed Retirement Age	The retirement age is based on the assumed age in GASB 75 for the alternative measurement method.
Turnover	The turnover probabilities are based on the GASB 68 actuarial valuations performed on the public retirement systems of the covered groups where the withdrawal rates are determined based on periodic experience studies.
Age-Adjusted Premiums (Member)	The that information for age adjusted premiums was not obtained from the insurer, and was estimated using formula provided in GASB 75 paragraph 226c for "age-adjust premiums for ages under 65"
Age-Adjusted Premiums (Member and Spouse)	See above informaítion.

**Changes since prior valuation:**

- The discount rate changed to the U.S. Treasury rate of 2.10%.
- The inflation rate decreased from 3.2% to 2.54%.

### Projected Benefit Payments

The projected benefit payments are based on the assumptions, plan provisions, and demographic data provided by the entity as of June 30, 2020.

Year	Projected Payments
2020	\$19,726
2021	\$10,366
2022	\$10,957
2023	\$11,570
2024	\$12,207
2025	\$12,902
2026	\$13,650
2027	\$0
2028	\$15,222
2029	\$16,074
2030	\$16,974
2031	\$0
2032	\$18,929
2033	\$59,967
2034	\$63,324
2035	\$66,873
2036	\$23,539
2037	\$24,857
2038	\$26,249
2039	\$27,719
2040	\$29,272
2041	\$30,910
2042	\$0
2043	\$34,469
2044-2048	\$440,876
2049-2053	\$267,303
2054-2058	\$893,007
2059-2063	\$0

Turnover rate tables

Years of Service	Turnover rates
0	31%
1	27%
2	16%
3	12%
4	10%
5	9%
6	7%
7	6%
8	5%
9	5%
10	5%
11	4%
12	3%
13	3%
14	3%
15	2%
16	2%
17	2%
18	2%
19	2%
20	2%
21	2%
22	2%
23	2%
24	2%
25 and over	2%

**Footnote for GASB #75**

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**Note X. Postemployment Healthcare Plan**

*Plan Description.* The healthcare plan provides for, and Montana State Law (2-18-704) requires local governments to allow employees with at least 5 years of service and who are at least age 50 along with surviving spouses and dependents to stay on the government's health care plan as long as they pay the same premium. This creates a defined benefit Other Post Employment Benefits plan, since retirees are usually older than the average age of the plan participants they receive a benefit of lower insurance rates. The OPEB plan is a single-employer defined benefit plan administered by the Entity. The government has not created a trust to accumulate assets to assist in covering the defined benefit plan costs, and covers these costs when they come due. The government has less than 100 plan members and thus qualifies to use the "Alternative Measurement Method" for calculating the liability. The above described OPEB plan does not provide a stand-alone financial report.

*Benefits Provided.* The government provides healthcare insurance benefits for retirees and their dependents upon reaching the age and service years defined in MCA 2-18-704. The benefit terms require that eligible retirees cover 100 percent of the health insurance premiums.

*Employees covered by benefit terms.* At June 30, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefit payments	1
Active employees	16
Total employees	<u>17</u>

**Total OPEB Liability**

The District's total OPEB liability of \$36,034 at June 30, 2020, was determined by the alternative measurement method with a measurement date of June 30, 2020.

*Actuarial assumptions and other input.* The total OPEB liability in the June 30, 2020 alternative measurement method was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Average age of retirement (based on historical data)	62
--	----



Discount rate (average anticipated rate)	2.10%
Average salary increase (Consumer Price Index)	2.54%

Health care cost rate trend (Federal Office of the Actuary)

<u>Year</u>	<u>% Increase</u>
2020	5.2%
2021	5.1%
2022	5.7%
2023	5.6%
2024	5.5%
2025	5.7%
2026	5.8%
2027	5.6%
2028	5.6%
2029	5.6%
2030 and thereafter	5.6%

The discount rate was based on the 20 yr General obligation (GO) bond index.

Life expectancy of employees was based on the United States Life Tables, 2017 for Males: Table 2 and Females: Table 3 as published in the National Vital Statistics Reports, Vol. 68, No. 7, June 24, 2019.

The turnover rates were determined from the periodic experience studies of the Montana public retirement systems for the covered groups as documented in the GASB 68 actuarial valuations.

**Changes in the Total OPEB Liability**

	<u>Total OPEB Liability</u>
Balance at 6/30/2019	\$ 31,227
Changes for the year:	
Service Cost	2,824
Change in assumptions	1,982
Net changes	\$ 4,807
Balance at 6/30/2020	\$ 36,034

*Sensitivity of the total OPEB liability to changes in the discount rate.* The following summarizes the total OPEB liability reported, and how that liability would change if the discount rate used to calculate the OPEB liability were to decrease or increase 1%:

	<u>1% Decrease (1.10%)</u>	<u>Discount Rate (2.10%)</u>	<u>1% Increase (3.10%)</u>
Total OPEB Liability	\$ 41,282	\$ 36,034	\$ 31,616

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates.* The following summarizes the total OPEB liability reported, and how that liability would change if the healthcare trend rates used in projecting the benefit payments were to decrease or increase 1%:

	<u>1% Decrease</u>	<u>Healthcare Cost Trends*</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 28,942	\$ 36,034	\$ 45,130

*\*Reference the assumption footnotes above to determine the healthcare cost trends used to calculate the OPEB liability*

In the fiscal year ending June 30, 2021, the above sensitivity analysis does not reflect the change to the total OPEB liability. The total OPEB liability in the analysis is based on the June 30, 2020 calculated liability per the valuation completed as of June 30, 2020.

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2020, the District recognized a OPEB expense of \$4,807. The District does not report deferred outflows of resources and deferred inflows of resources related to OPEB as there were no differences between expected and actual experience or changes in assumptions performed in the alternative measurement method. In addition, since the District records costs as they come due there are no deferred outflows of resources for contributions to the OPEB plan.

**Schedules of Required Supplementary Information**  
**SCHEDULE OF CHANGES IN THE ENTITY'S**  
**TOTAL OPEB LIABILITY AND RELATED RATIOS**

	2020
<b>Total OPEB liability</b>	
Service Cost	\$ 2,824
Change in assumptions	\$ 1,982
Net change in total OPEB liability	4,807
Total OPEB Liability - beginning	31,227
Total OPEB Liability - ending	\$ 36,034
Covered-employee payroll	\$ 768,723
 Total OPEB liability as a percentage of covered -employee payroll	5%

*\*The above schedule is presented by combining the required schedules from GASB 75 paragraphs 170a and 170b. The GASB requires that 10 years of information related to the OPEB liability be presented, but due to this being the first year of implementation only one year of data is available.*

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<b>Adjustments - June 30, 2020</b>
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**GASB #75 paragraph 161**

In financial statements prepared using the current financial resources measurement focus and modified accrual basis of accounting, OPEB expenditures should be recognized equal to the total of (a) amounts paid by the employer for OPEB as the benefits come due and (b) the change between beginning and ending balances of amounts normally expected to be liquidated with expendable available resources.

**GASB #75 paragraph 158**

The financial statements prepared using the economic resources measurement focus and accrual basis of accounting should recognize the OPEB expense in the current reporting period for costs incurred by the employer related to the administration of OPEB.

<b>Government Wide Financials</b>
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Account	DR (CR)
OPEB Liability	\$ (4,807)
OPEB Expense	\$ 4,807

<b>SERVICE COST (EXPENSE)</b>			
Total Expense	\$	4,807	
Percent to each fund		%	\$ Allocated
Total Governmental Funds		100%	\$ 4,807
Total (must equal 100%)		100%	\$ 4,807

<b>Total Liability</b>			
Total Liability	\$	36,034	
Percent to each fund		%	\$ Allocated
Total Governmental Funds		100%	\$ 36,034
Total (must equal 100%)		100%	\$ 36,034

<b>SUMMARY</b>					
	Beginning	Expense	Restatement		Ending
Total Governmental Funds	\$ 31,227	\$ 4,807	\$ -	\$	36,034
Total	\$ 31,227	\$ 4,807	\$ -	\$	36,034

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 406-756-6879

<b>Adjustments - June 30, 2021</b>
------------------------------------

**GASB #75 paragraph 161**

In financial statements prepared using the current financial resources measurement focus and modified accrual basis of accounting, OPEB expenditures should be recognized equal to the total of (a) amounts paid by the employer for OPEB as the benefits come due and (b) the change between beginning and ending balances of amounts normally expected to be liquidated with expendable available resources.

**GASB #75 paragraph 158**

The financial statements prepared using the economic resources measurement focus and accrual basis of accounting should recognize the OPEB expense in the current reporting period for costs incurred by the employer related to the administration of OPEB.

<b>Government Wide Financials</b>
-----------------------------------

Account	DR (CR)
OPEB Liability	\$ (2,824)
OPEB Expense	\$ 2,824

<b>SERVICE COST (EXPENSE)</b>			
Total Expense	\$	2,824	
Percent to each fund		%	\$ Allocated
Total Governmental Funds		100%	\$ 2,824
Total (must equal 100%)		100%	\$ 2,824

<b>SUMMARY</b>					
	Beginning		Expense	Restatement	Ending
Total Governmental Funds	\$ 36,034	\$	2,824	\$ -	\$ 38,858
Total	\$ 36,034	\$	2,824	\$ -	\$ 38,858



Congratulations to Gallatin Gateway Elementary for receiving the MSGIA FY20-Gary Griffith Excellence in Workplace Safety Award.

Gallatin Gateway earned this recognition by establishing a safety culture that consistently makes safety a priority in the daily routine for district staff.

Gallatin Gateway has many tools at their disposal, and they use all of them. For starters, they utilize the MSGIA pre-employment physical program for all new hires in their kitchen and custodial areas. This safety-focused approach to HR helps ensure they have good physical matches for the respective positions. And we see evidence of the efficacy of this PEP program strategy, in concert with the other steps they take to be safe, in the fact that the last three years the district had only three minor injuries, not one of which required time away from work. Great Job Gallatin Gateway Elementary!

The district has an active safety committee and completes a yearly audit of the facility to identify hazards. The district works closely with the MSGIA risk manager, Annette Satterly, to provide professional consultations regarding workplace safety assessments and improvements. It is, to be sure, a collaborative and effective arrangement, as illustrated best by the playground-safety inspection performed at the district in the Fall of 2019. The MSGIA risk manager mentored a newly certified playground inspector who participated in the review along with several district staff that wanted to learn about the process.

Immediately upon walking into the district, you can feel a sense of school pride, and this is often associated with newly designed or implemented safety measures and protocols. When you enter the building, for instance, you can be assured someone will call your attention to the new safety walk-off mats at every door while someone else will likely point out the “cool” new signs warning about the stairs; and, given the shared enthusiasm and collective commitment from all involved, you should expect to hear about the new first aid kits and where to find them if needed. Often everyday discussions among the staff revolve around topics such as moving equipment or furniture based on safety rather than aesthetics. In short, the Gallatin Gateway staff are constantly, creatively thinking about making their building and how to make it safer for students and staff.

The district consistently uses the MSGIA-provided Safe Schools on-line training opportunities. Staff frequently request additional topics for new content in the on-line platform, which has jump started conversations with Safe Schools for new content areas.

Most notably, their district safety culture has ingrained the understanding that “safety” is not a one-time or a one-person job. The staff helps each other and looks out for one another to make continual adjustments in the workplace to address changing physical conditions, including that most dynamic of all conditions in Montana – snow! And wouldn’t you know it, they have thoughtful procedures in place to deal with common and yet unpredictable challenges like snow and ice removal.

Every district has a champion supporting and celebrating the strong results they have achieved, and for Gallatin Gateway that champion is their business manager, Carrie Fisher. Carrie understands well that a safer district is a much more cost-effective district. Not surprisingly, she has volunteered to serve on the safety committee, where she can share these viewpoints and lessons learned with others.

Finally, the ultimate measure of success for a district is realized through the achieving of student learning outcomes. When all the staff assist with identifying and accomplishing annual goals, the district

develops a culture steeped in a culture of safety that, most importantly, results in a stable learning environment for students.



## **Athletic Program: Boys'/Girls' Basketball Recommendation**

The Superintendent recommends that Girls' and Boys' Basketball grades 5-8 are held in an intramural format, which leaves cohorts in place. The recommendation is that both boys and girls intramurals occur simultaneously throughout the traditional girls and boys basketball season. Scrimmages will be live streamed through Facebook.

# 2020-2021 Extra- Curricular Positions Salary

Extra Duty/Assignment	19-20 Stipend	20-21 Recommended Stipend	Responsibilities	Recommended Employee
Mentor	\$300.00	\$300.00	<i>Mentoring new teachers, weekly/monthly meetings as needed to assist the new teacher with acclimating to Gallatin Gateway School. Explaining policies, procedures, etc. Answer questions. Assist with curriculum planning and classroom management as needed.</i>	Jamie Heatherington, Jacki Yager, Neal Krogstad, Ashley Senenfelder
Mentor (external)	\$500.00	\$500.00	<i>Mentoring new music teacher, weekly/monthly meetings as needed to assist the new teacher with with curriculum planning and classroom management as needed.</i>	TBD
Student Council Advisor	\$600.00	\$600.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings approx. 2x month Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary.	Alix Davis
Washington DC Advisor (8th Grade)	\$1,000.00	\$1,000.00	Primary responsible party for planning and organizing the 8th grade Washington DC trip. Will book airline tickets, hotels, and all other activities while in DC. This person will be responsible for coordinating and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the DC trip and all fund raisers. Will plan and organize fundraisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and serve as the tour guide while in DC. Will develop behavior expectations for students while in DC and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Ashley Davis
Washington DC Assistant Advisor	\$375.00	\$375.00	Assist the primary advisor with planning and organizing the 8th grade Washington DC trip. Will attend evening parent meetings as necessary to plan and prepare for the DC trip and all fund-raisers. Will help plan and organize fund-raisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and assist with tours while in DC.	TBD

# 2020-2021 Extra- Curricular Positions Salary

Extra Duty/Assignment	19-20 Stipend	20-21 Recommended Stipend	Responsibilities	Recommended Employee
Expedition Yellowstone Advisor (6th Grade)	\$600.00	\$600.00	Responsible for planning and organizing the 6th Grade Expedition Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the trip.	Sarah Malott
Butte Trip Advisor (5th Grade)	\$150.00	\$150.00	Responsible for planning and organizing the 5th Grade Overnight Butte Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, and all other necessary activities. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Butte. Will develop behavior expectations for students while in Butte and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Alix Davis
Librarian Extra Duty	\$0.00	\$1,000.00	Summer Reading Program, Outside of Contract hours work, Schoolwide Inventory Support, Book Fair	Jamie Heatherington
Athletic Director	\$1,400.00	\$5,000.00	See Athletic Director Job Description.	TBD
Volleyball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	MacKinzie Verke
Volleyball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	TBD
Boys' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Levi Clark
Boys' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	MacKinzie Verke
Girls' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	MacKinzie Verke
Girls' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	Levi Clark
Cheerleading Head Coach (boys' season)	\$510.00	\$510.00	See Head Coach Job Description	TBD
Wrestling Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	TBD
Track Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Mike Coon
Track Assistant Coach (up to 3)	\$400.00	\$400.00	See Assistant Coach Job Description	Ashley Davis

## Assistant Cook Hire Recommendation

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**Motion:** to hire Miranda Tucker as the Assistant Cook at \$14/hour, not to exceed 30 hours/week and \$2125 in annual flex benefits beginning no sooner than October 22, 2020 and ending no later than June 11, 2021 pending completion and acceptance of a pre-employment physical and fingerprint background check.

**Recommendation:**

Miranda Tucker

**Pay and benefits:**

\$14/hour not to exceed 30 hours/week beginning no sooner than November 19, 2020 and ending no later than June 11, 2020.

Flexible Benefits: \$2125/year

**Background**

Miranda has been employed with a long-term care facility assisting with meal preparation and service to their residents. Ms. Keel, Ms. Fisher, and Ms. McClure interviewed Miranda and feel she will be a great addition to the GGS food service team. Her background in food service will be valuable and her references commended her great attitude and “can do” attitude.

FY21 OTHER BUDGETED FUNDS- DRAFT

<b>TRANSPORTATION FUND EXPENDITURES - 110</b>		<b>FY2021 BUDGET</b>	
<b>GENERAL ADMINISTRATION - 2300</b>			
110.80.100.2300.530	COMMUNICATIONS- INTERNET SERVICE	\$	1,500.00
110.80.100.2300.531	COMMUNICATIONS- PHONE SERVICE	\$	1,300.00
110.80.100.2321.111	ADMINISTRATIVE SALARY- Superintendent	\$	16,415.00
110.80.100.2321.115	OFFICE/CLERICAL SALARY- Administrative Secretary	\$	6,219.00
110.80.100.2321.250	WORKERS' COMPENSATION	\$	100.00
10.80.100.2321.260	HEALTH INSURANCE	\$	2,526.00
<b>TOTAL</b>		\$	<b>28,060.00</b>
<b>SUPPORT SERVICE - BUSINESS - 2500</b>			
110.80.100.2500.111	ADMINISTRATIVE SALARY- Business Mngr/Clerk	\$	19,373.00
110.80.100.2500.115	CLERICAL/TECHNOLOGY	\$	3,552.00
110.80.100.2500.190	LEAVE PAY	\$	750.00
110.80.100.2500.250	WORKERS COMPENSATION	\$	115.00
110.80.100.2500.260	HEALTH INSURANCE	\$	\$1,500.00
<b>TOTAL</b>		\$	<b>25,290.00</b>
<b>OPERATION AND MAINTENANCE OF PLANT SERVICES - 2600</b>			
110.80.100.2600.410	POWER - LIGHTS	\$	1,500.00
110.80.100.2600.412	ELECTRICITY	\$	35.00
110.80.100.2600.431	DISPOSAL SERVICE	\$	700.00
110.80.100.2600.433	CONTRACTED CUSTODIAL SERVICES	\$	9,000.00
110.80.100.2600.440	REPAIRS AND MAINTENANCE	\$	-
110.80.100.2630.432	SNOW PLOW SERVICES	\$	2,000.00
<b>TOTAL</b>		\$	<b>13,235.00</b>
<b>STUDENT TRANSPORTATION SERVICES - 2700</b>			
110.80.100.2700.118	SALARIES, BUS DRIVERS	\$	28,553.00
110.80.100.2700.125	SUBSTITUTE BUS DRIVER SALARY	\$	500.00
110.80.100.2700.190	LEAVE PAY	\$	800.00
110.80.100.2700.180	BUS DRIVER YEAR-END BONUS	\$	1,600.00
110.80.100.2700.250	WORKERS COMPENSATION	\$	1,800.00
110.80.100.2700.260	HEALTH INSURANCE	\$	1,900.00
110.80.100.2700.330	OTHER PROFESSIONAL SERVICES	\$	250.00
110.80.100.2700.520	INSURANCE	\$	4,900.00
110.80.100.2700.540	ADVERTISING	\$	75.00
110.80.100.2700.582	TRAVEL OUT-OF-DISTRICT/INSERVICE TRAINING	\$	550.00
110.80.100.2700.610	SUPPLIES	\$	200.00
110.80.100.2700.624	FUEL FOR BUSES	\$	4,000.00
110.80.100.2700.660	MINOR EQUIPMENT	\$	250.00
110.80.280.2700.810	DUES AND FEES	\$	150.00
110.80.100.2740.440	REPAIRS AND MAINTENANCE	\$	5,000.00
110.80.100.2740.610	SUPPLIES	\$	387.00
<b>TOTAL</b>		\$	<b>50,915.00</b>
<b>TRANSPORTATION FUND TOTAL</b>		\$	<b>117,500.00</b>
		\$ 117,500.00	remaining balance \$ -

<b>BUS DEPRECIATION FUND EXPENDITURES - 111</b>			
<b>BUS DEPRECIATION - 111</b>			
111.80.100.2700.740	MAJOR EQUIPMENT REPLACEMENT	\$	65,801.55
<b>BUS DEPRECIATION FUND TOTAL</b>		\$	<b>65,801.55</b>
		\$ 65,801.55	remaining balance \$ -

<b>TUITION FUND EXPENDITURES - 113</b>			
<b>TUITION FUND - 113</b>			
113.80.280.1000.561	TUITION IN-STATE	\$	880.00
113.82.280.1000.117	PARAPROFESSIONALS	\$	12,202.04
113.82.280.1000.250	WORKERS COMPENSATION	\$	120.00
			remaining balance

FY21 OTHER BUDGETED FUNDS- DRAFT

113.82.280.1000.260	HEALTH INSURANCE	\$	1,200.00		
<b>TUITION FUND TOTAL</b>		\$	<b>14,402.04</b>	\$ 14,402.04	\$ -

**ADULT EDUCATION FUND - 117**

<b>ADULT CONTINUING EDUCATION PROGRAM -INSTRUCTION-610-1000</b>					
117.80.610.1000.119	OTHER SUPERVISORY- SUPERINTENDENT/COORDINATOR	\$	11,556.80		
117.80.610.1000.124	TEMPORARY SERVICES- TECHNICAL (INSTRUCTORS)	\$	2,500.00		
117.80.610.1000.250	WORKERS COMP	\$	100.00		
117.80.610.1000.260	HEALTH INSURANCE	\$	800.00		
117.80.610.1000.610	SUPPLIES	\$	250.00		
<b>TOTAL</b>		\$	<b>15,206.80</b>		
<b>GENERAL ADMINISTRATION-2300</b>					
117.80.610.2300.530	COMMUNICATIONS- INTERNET SERVICE	\$	1,300.00		
117.80.610.2300.531	COMMUNICATIONS- PHONE SERVICE	\$	600.00		
<b>TOTAL</b>		\$	<b>1,900.00</b>		
<b>SUPERINTENDENT SERVICES-2300</b>					
117.80.610.2321.111	ADMINISTRATIVE SALARY- Superintendent	\$	2,462.00		
117.80.610.2321.115	OFFICE/CLERICAL-Administrative Secretary	\$	415.00		
117.80.610.2321.250	WORKERS COMP	\$	25.00		
117.80.610.2321.260	HEALTH INSURANCE	\$	275.00		
<b>TOTAL</b>		\$	<b>3,177.00</b>		
<b>BUSINESS SERVICES-2500</b>					
117.80.610.2500.111	ADMINISTRATIVE SALARY- SuperIntendent	\$	3,229.00		
117.80.610.2500.115	OFFICE/CLERICAL-Assistant Clerk	\$	600.00		
117.80.610.2500.250	WORKERS COMP	\$	50.00		
117.80.610.2500.260	HEALTH INSURANCE	\$	200.00		
<b>TOTAL</b>		\$	<b>4,079.00</b>		
<b>OPERATIONS &amp; MAINTENANCE</b>					
117.80.610.2600.410	POWER-LIGHTS	\$	60.00		
117.80.610.2600.410	NATURAL GAS	\$	150.00		
117.80.610.2600.410	ELECTRICITY	\$	500.00		
117.80.610.2600.410	WATER TESTS	\$	70.00		
117.80.610.2600.410	DISPOSAL SERVICE	\$	120.00		
117.80.610.2600.410	CUSTODIAL SERVCIES	\$	1,425.00		
117.80.610.2600.410	INSURANCE	\$	812.20		
<b>TOTAL</b>		\$	<b>3,137.20</b>		
<b>ADULT EDUCATION TOTAL</b>		\$	<b>27,500.00</b>	\$ 27,500.00	\$ -

**TECHNOLOGY FUND-128**

<b>INSTRUCTION- 1000</b>					
128.4.610.1000.680	COMPUTER SOFTWARE	\$	2,500.00		
128.4.610.1000.682	SUPPLIES- TECHNOLOGY	\$	4,500.00		
128.4.610.1000.780	MAJOR TECHNOLOGY HARDWARE	\$	1,587.38		
<b>TOTAL</b>		\$	<b>8,587.38</b>		
<b>GENERAL ADMINISTRATION-2300</b>					
128.4.100.2300.530	COMMUNICATIONS- INTERNET SERVICE	\$	1,500.00		
<b>TOTAL</b>		\$	<b>1,500.00</b>		
<b>TECHNOLOGY COORDINATOR-2580</b>					
128.4.100.2580.112	CERTIFIED SALARIES-Teachers	\$	8,000.00		
128.4.100.1000.250	WORKERS COMP	\$	50.00		
128.4.100.1000.260	HEALTH INS	\$	1,500.00		
<b>TOTAL</b>		\$	<b>9,550.00</b>		
<b>TECHNOLOGY FUND TOTALS</b>		\$	<b>19,637.38</b>	\$ 19,637.38	\$ -

FY21 OTHER BUDGETED FUNDS- DRAFT

**FLEXIBILITY FUND- 129**

FLEXIBILITY FUND- EDUCATION - 1000			
129.4.100.1000.610	SUPPLIES	\$	268.79
129.4.100.1000.780	MAJOR TECHNOLOGY HARDWARE	\$	5,000.00
129.4.100.2400.680	COMPUTER SOFTWARE	\$	6,000.00
<b>FLEXIBILITY FUND TOTALS</b>		\$	<b>11,268.79</b>

\$ 11,268.79 \$ - remaining balance

**DEBT SERVICE FUND-150**

DEBT SERVICE FUND-GENERAL OBLIGATION			
150.80.100.5100.840	PRINCIPAL ON DEBT	\$	120,000.00
150.80.100.5100.850	INTEREST ON DEBT	\$	4,080.00
150.80.100.5100.860	AGENT FEES/ISSUANCE COSTS	\$	400.00
<b>DEBT SERVICE FUND TOTALS</b>		\$	<b>124,480.00</b>

\$ 124,480.00 \$ - remaining balance

**BUILDING RESERVE FUND-161**

BUILDING RESERVE FUND-OPERATION AND MAINTENANCE OF PLANT SERVICES -2600			
161.80.100.2600.330	OTHER PROFESSIONAL SERVICES	\$	35,000.00
161.80.100.2600.440	REPAIR & MAINTENANCE	\$	65,000.00
161.80.100.2600.660	MINOR EQUIPMENT	\$	27,000.00
161.80.100.2600.780	MAJOR EQUIPMENT	\$	40,817.93
161.80.100.2600.810	DUES AND FEES	\$	1,000.00
<b>BUILDING RESERVE TOTAL</b>		\$	<b>168,817.93</b>

\$ 168,817.93 \$ - remaining balance

FY21 OTHER BUDGETED FUNDS

**2020-2021 RETIREMENT FUND EXPENDITURES - FUND 114**

<b>SUPERINTENDENT SERVICES- 2321</b>		
114.80.100.2321.210	SOCIAL SECURITY AND MEDICARE	\$ 9,500.00
114.80.100.2321.220	TEACHER'S RETIREMENT	\$ 8,000.00
114.80.100.2321.230	PERS	\$ 3,500.00
114.80.100.2321.240	UNEMPLOYMENT	\$ 700.00
<b>TOTAL</b>		<b>\$ 21,700.00</b>
<b>BUSINESS SERVICES- 2500</b>		
114.80.100.2500.210	SOCIAL SECURITY AND MEDICARE	\$ 6,000.00
114.80.100.2500.220	TEACHER'S RETIREMENT	\$ 1,500.00
114.80.100.2500.230	PERS	\$ 5,500.00
114.80.100.2500.240	UNEMPLOYMENT	\$ 500.00
<b>TOTAL</b>		<b>\$ 13,500.00</b>
<b>PROPERTY ACCOUNTING SERVICES-2517</b>		
114.80.100.2517.210	SOCIAL SECURITY AND MEDICARE	\$ 250.00
114.80.100.2517.240	UNEMPLOYMENT	\$ 75.00
<b>TOTAL</b>		<b>\$ 325.00</b>
<b>TECHNOLOGY COORDINATOR-2580</b>		
114.80.100.2580.210	SOCIAL SECURITY AND MEDICARE	\$ 700.00
114.80.100.2580.220	TEACHER'S RETIREMENT	\$ 650.00
114.80.100.2580.240	UNEMPLOYMENT	\$ 75.00
<b>TOTAL</b>		<b>\$ 1,425.00</b>
<b>OPERATION AND MAINTENANCE OF PLANT SERVICES - 2600</b>		
114.80.100.2600.210	SOCIAL SECURITY AND MEDICARE	\$ 600.00
114.80.100.2600.240	UNEMPLOYMENT	\$ 150.00
<b>TOTAL</b>		<b>\$ 750.00</b>
<b>TRANSPORATION SERVICES- 2700</b>		
114.80.100.2700.210	SOCIAL SECURITY AND MEDICARE	\$ 3,700.00
114.80.100.2700.230	PERS	\$ 1,700.00
114.80.100.2700.240	UNEMPLOYMENT	\$ 200.00
<b>TOTAL</b>		<b>\$ 5,600.00</b>
<b>ADULT CONTINUING ED- INSTRUCTION- 610.1000</b>		
114.80.610.2321.210	SOCIAL SECURITY AND MEDICARE	\$ 1,800.00
114.80.610.2321.220	TEACHER'S RETIREMENT	\$ 1,500.00
114.80.610.2321.240	UNEMPLOYMENT	\$ 100.00
<b>TOTAL</b>		<b>\$ 3,400.00</b>
<b>ADULT CONTINUING ED- SUPERINTENDENT SERVICES- 610.2321</b>		
114.80.610.2321.210	SOCIAL SECURITY AND MEDICARE	\$ 600.00
114.80.610.2321.220	TEACHER'S RETIREMENT	\$ 500.00
114.80.610.2321.230	PERS	\$ 750.00
114.80.610.2321.240	UNEMPLOYMENT	\$ 50.00
<b>TOTAL</b>		<b>\$ 1,900.00</b>
<b>ADULT CONTINUING ED- BUSINESS SERVICES- 610.2500</b>		
114.80.610.2500.210	SOCIAL SECURITY AND MEDICARE	\$ 400.00
114.80.610.2500.220	TEACHER'S RETIREMENT	\$ 150.00



FY21 OTHER BUDGETED FUNDS

114.80.610.2500.230	PERS	\$	350.00
114.80.610.2500.240	UNEMPLOYMENT	\$	75.00
TOTAL		\$	975.00
ATHLETICS- EXTRA-CURRICULAR- 720.3500			
114.80.720.3500.210	SOCIAL SECURITY AND MEDICARE	\$	3,300.00
114.80.720.3500.220	TEACHER'S RETIREMENT	\$	700.00
114.80.720.3500.240	UNEMPLOYMENT	\$	150.00
TOTAL		\$	4,150.00
FOOD SERVICE- 910.3100			
114.80.910.3100.210	SOCIAL SECURITY AND MEDICARE	\$	5,000.00
114.80.910.3100.210	PERS	\$	3,725.00
114.80.910.3100.210	UNEMPLOYMENT	\$	300.00
TOTAL		\$	9,025.00
INSTRUCTION - 1000			
114.81.100.1000.210	SOCIAL SECURITY AND MEDICARE	\$	34,000.00
114.81.100.1000.220	TEACHER'S RETIREMENT	\$	40,000.00
114.81.100.1000.240	UNEMPLOYMENT	\$	3,500.00
TOTAL		\$	77,500.00
STUDENT SERVICES- 2100			
114.81.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	550.00
114.81.100.2100.220	TEACHER'S RETIREMENT	\$	600.00
114.81.100.2100.240	UNEMPLOYMENT	\$	75.00
TOTAL		\$	1,225.00
GUIDANCE PROGRAM- 2120			
114.81.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	3,500.00
114.81.100.2100.220	TEACHER'S RETIREMENT	\$	3,300.00
114.81.100.2100.240	UNEMPLOYMENT	\$	200.00
TOTAL		\$	7,000.00
LIBRARY SERVICES- 2225			
114.81.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	1,800.00
114.81.100.2100.220	TEACHER'S RETIREMENT	\$	2,000.00
114.81.100.2100.240	UNEMPLOYMENT	\$	125.00
TOTAL		\$	3,925.00
SPECIAL EDUCATION - INSTRUCTION 280-1000			
114.81.280.1000.210	SOCIAL SECURITY AND MEDICARE	\$	1,500.00
114.81.280.1000.220	TEACHER'S RETIREMENT	\$	2,000.00
114.81.280.1000.240	UNEMPLOYMENT	\$	100.00
TOTAL		\$	3,600.00
SPECIAL EDUCATION - RESOURCES TRANSFERRED TO COOP-280-6200			
114.80.280.6200.920	RESOURCES TRANSFER TO COOP	\$	4,000.00
TOTAL		\$	4,000.00
INSTRUCTION - 1000			
114.82.100.1000.210	SOCIAL SECURITY AND MEDICARE	\$	9,500.00
114.82.100.1000.220	TEACHER'S RETIREMENT	\$	9,000.00
114.82.100.1000.240	UNEMPLOYMENT	\$	625.00

FY21 OTHER BUDGETED FUNDS

TOTAL		\$	19,125.00	
STUDENT SERVICES- 2100				
114.82.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	400.00	
114.82.100.2100.220	TEACHER'S RETIREMENT	\$	300.00	
114.82.100.2100.240	UNEMPLOYMENT	\$	25.00	
TOTAL		\$	725.00	
GUIDANCE PROGRAM- 2120				
114.82.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	1,000.00	
114.82.100.2100.220	TEACHER'S RETIREMENT	\$	1,500.00	
114.82.100.2100.240	UNEMPLOYMENT	\$	100.00	
TOTAL		\$	2,600.00	
LIBRARY SERVICES- 2225				
114.82.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	1,000.00	
114.82.100.2100.220	TEACHER'S RETIREMENT	\$	1,200.00	
114.82.100.2100.240	UNEMPLOYMENT	\$	100.00	
TOTAL		\$	2,300.00	
EXTRA-CURRICULAR ACTIVITIES-3400				
114.82.710.3400.210	SOCIAL SECURITY AND MEDICARE	\$	400.00	
114.82.710.3400.240	UNEMPLOYMENT	\$	75.00	
TOTAL		\$	475.00	
SPECIAL EDUCATION - INSTRUCTION 280-1000				
114.82.280.1000.210	SOCIAL SECURITY AND MEDICARE	\$	3,300.00	
114.82.280.1000.220	TEACHER'S RETIREMENT	\$	3,700.00	
114.82.280.1000.240	UNEMPLOYMENT	\$	275.00	
TOTAL		\$	7,275.00	remaining balance
RETIREMENT FUND TOTAL EXPENDITURES:		\$	192,500.00	\$ 192,500.00 \$ -

## 2020-2021 Gallatin Gateway School District #35 Goals

### The District's Core Values:

**Individualized Success:** We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.

**Student-Centered:** The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.

**Sense of Community:** We believe that engagement with and respect for our community is vital to our success.

**Accountability:** We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.

**Culture of Collaboration and Support:** We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

<b>I. Individualized Student Success</b>				
<b>Objective</b>	<b>Action Steps</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Position(s)</b>
We will establish high expectations for each student and provide the necessary supports, to attain proficiency and continued growth for individual student success.	We will develop a guaranteed and viable curriculum by working with the ACE consortium. Work will focus on curriculum alignment, assessment analysis, and data analysis.	<ul style="list-style-type: none"> <li>- Time to work within PLC to align curriculum materials to ACE pacing</li> <li>- Time to develop formative and summative assessments to measure Standards</li> </ul>	<ul style="list-style-type: none"> <li>- Reference PDAC 2020-2021</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Superintendent</li> </ul>
	We will use District Curriculum Materials with fidelity according to alignment with the ACE Consortium	<ul style="list-style-type: none"> <li>- Time to develop effective instructional plans using materials in all grade levels</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing training and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers – Grade K-8</li> <li>- Superintendent</li> </ul>
	Use Star Assessment for progress monitoring, growth monitoring, etc.	<ul style="list-style-type: none"> <li>- Continued subscription to Renaissance</li> <li>- Dedicated Classroom Time</li> </ul>	<ul style="list-style-type: none"> <li>- All Year</li> </ul>	<ul style="list-style-type: none"> <li>- All Math teachers</li> <li>- Technology Dir</li> <li>- Superintendent</li> </ul>
	Give the SBAC Interim Assessments in November and February to measure progress toward SBAC Summative	<ul style="list-style-type: none"> <li>- Dedicated Classroom Time</li> </ul>	<ul style="list-style-type: none"> <li>- November 2020, February 2021</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Testing Coordinator</li> <li>- Superintendent</li> </ul>
We will enhance the educational opportunities for each student through after-school programming and provide our families with the tools needed to best support their children.	We will partner with United Way to provide an after-school program to serve the needs of students with working parents	<ul style="list-style-type: none"> <li>- MOA w/United Way <ul style="list-style-type: none"> <li>o Need Coordinator</li> </ul> </li> <li>- Location in Cafeteria or other space</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- School Board</li> <li>- Business Manager</li> <li>- After School Program Coordinator</li> <li>- Whole Child Committee</li> <li>- United Way</li> </ul>

<b>II. Staff and Volunteers</b>				
<b>Objective</b>	<b>Action Steps</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Position(s)</b>
We will enhance the professional development opportunities for our staff with a clear focus on increasing the individual success of each student.	With guidance from the PDAC, the district will plan, implement, and analyze the efficacy of staff professional development.	<ul style="list-style-type: none"> <li>- PDAC recommendation as adopted by the Board in June 2020</li> <li>- Information generated from staff feedback on professional development</li> </ul>	<ul style="list-style-type: none"> <li>- The PDAC will tentatively plan to meet in November 2020, April 2021, May 2021, August 2021</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- School Board</li> <li>- Business Manager</li> <li>- Professional Development Advisory Committee</li> </ul>
	The EPAS teacher evaluation model will continue to be used by the district with a focus on teacher growth.	<ul style="list-style-type: none"> <li>- EPAS training materials (online at OPI)</li> <li>- Opportunities for additional EPAS training</li> <li>- Time during the year to discuss EPAS models and individual implementation</li> </ul>	<ul style="list-style-type: none"> <li>- EPAS Calendar provided to Teachers by Sept. 7, 2020</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers</li> <li>- Superintendent</li> </ul>
	The Mentoring Team for the 2020-2021 school year, will provide a 2-day orientation for new staff (certified and classified) and yearlong training based on the mentoring handbook	<ul style="list-style-type: none"> <li>- Time to meet with teachers who will serve as mentors</li> <li>- Stipends for mentors with accountability expectations</li> <li>- Daily Stipends for new teachers during staff orientation</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing meetings with new staff through the year</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Mentoring Team</li> <li>- New Staff (Certified and Classified)</li> <li>- Business Manager</li> </ul>
	We will conduct classified staff evaluations to include goal setting meetings at the beginning of the year	<ul style="list-style-type: none"> <li>- Time to meet with classified staff</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluations to be completed by the end of May 2021</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- District Clerk</li> <li>- Classified Staff</li> </ul>
We will align curriculum from subject to subject, grade to grade and secondary transition.	We will use the PLC model during Team Meeting time and on Wednesdays to align the curriculum, analyze data, and plan transitions.	<ul style="list-style-type: none"> <li>- Training on ACE Curriculum</li> <li>- Training on PLC Model</li> <li>- Form to track and analyze team discussion and shape future discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Wednesdays and weekly team meetings, monthly subject area meetings and PIR Days</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Teachers</li> </ul>
	We will provide opportunities for teachers to collaborate with teachers in other schools for the purpose of transition	<ul style="list-style-type: none"> <li>- Knowledge of opportunities to collaborate with teachers at BSD7 and BSD44</li> </ul>	<ul style="list-style-type: none"> <li>- Regular participation in Rural Superintendent Meetings with BSD7</li> <li>- Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Teachers</li> </ul>

<b>II. Staff and Volunteers</b>				
<b>Objective</b>	<b>Action Steps</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Persons Responsible</b>
We will deliberately develop and promote a positive culture by enhancing the physical workspace and workplace climate.	We will schedule monthly Staff/Teacher community team building opportunities	<ul style="list-style-type: none"> <li>- Flex funds to finance Team Building</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- District Clerk</li> <li>- School Secretary</li> </ul>
	We will use an employee satisfaction survey at least once per year to measure culture and climate.	<ul style="list-style-type: none"> <li>- Staff Survey</li> </ul>	<ul style="list-style-type: none"> <li>- Yearly</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- School Board</li> </ul>
We will offer volunteer and substitute training to enable qualified subs and volunteers to maximize their effect on student success.	Offer training through Adult Education courses – offered to all County Schools	<ul style="list-style-type: none"> <li>- Funding for substitute/volunteer course supplies</li> <li>- Adult education time</li> <li>- Volunteer Coordinator</li> <li>- Volunteer</li> </ul>	<ul style="list-style-type: none"> <li>- Fall of 2020</li> <li>- Spring of 2021</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Adult Ed</li> <li>- County Superintendent</li> <li>- Volunteer Coordinator</li> </ul>
We will facilitate consistent information, through the school, from PIE, Ed Foundation, and Boosters	<ul style="list-style-type: none"> <li>- Meet with each organization regularly</li> <li>- Ensure each organization has a regularly scheduled meeting on the School Calendar</li> <li>- Communicate through Website, email, flyers, and Social Media about events, meetings and volunteer opportunities</li> </ul>	<ul style="list-style-type: none"> <li>- Time to attend the meetings</li> <li>- Consistent information output</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Board members of each organization</li> <li>- Teachers/Staff</li> <li>- Administrative Secretary</li> <li>- Clerk</li> </ul>

<b>III. Facilities</b>				
<b>Objective</b>	<b>Action Steps</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Position(s)</b>
We will initiate programs that are environmentally responsible, that provide additional opportunities for our students, staff and community to collaborate, and which support the school and community.	- Develop a comprehensive Green House Curriculum that includes K-8	- Funding for materials - Curriculum Development time for each grade level - Volunteers to help manage	- Spring 2021 curriculum begins -	- Superintendent - Business Manager - Teachers/Staff -
We will continue the process for a bond in Feb 2021 through a Building Committee Process	-	- DA Davidson - Martel/Cushing - Facilities Plan	- Bond election by Feb 2021 - Begin construction/renovation June 2021	- Superintendent - Business Manager - School Board - Martel/Cushing - Building Committee

**IV. Leadership,  
Communication and  
Collaboration**

**Objective**

<p>We will enhance the effectiveness of our communication with students, staff, parents and community members</p>	<p>We will work to maintain an updated district website and establish a Social Media Presence</p>	<ul style="list-style-type: none"> <li>- Training on Catapult</li> <li>- User access to upload information</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>- Clerk</li> <li>- Superintendent</li> <li>- Administrative Secretary</li> </ul>
	<p>Conduct monthly community meetings with superintendent to provide parents and community the opportunity to provide input into district initiatives</p>		<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> </ul>
	<p>Compose monthly Superintendent Newsletter</p>	<ul style="list-style-type: none"> <li>- Time</li> <li>- Website Update</li> </ul>	<ul style="list-style-type: none"> <li>- First newsletter will go out after the September Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> </ul>
	<p>We will find ways to provide opportunities for community engagement with the members of the Board</p>	<ul style="list-style-type: none"> <li>- Time</li> <li>- Organization</li> <li>- Communication</li> </ul>		<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- School Board</li> </ul>
<p>We will create a school and school board environment that is open to community, parent, and staff discussion and communication.</p>		<ul style="list-style-type: none"> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>



<b>V. Safety</b>				
<b>Objective</b>	<b>Action Steps</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Position(s)</b>
We will enhance the safety and security of our school building and property.	<ul style="list-style-type: none"> <li>- Training on Security cameras in the Buses and throughout the school</li> <li>- Installation of cameras for Playground area</li> </ul>	<ul style="list-style-type: none"> <li>- Funding for training</li> <li>- Time for application installation</li> <li>- Additional Cameras for Playground Area</li> </ul>	<ul style="list-style-type: none"> <li>- Dependent on Building Committee process</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Clerk</li> <li>- Administrative Secretary</li> <li>- Tech. Director</li> </ul>
We will enhance our safety procedures and training for all emergency situations.	<ul style="list-style-type: none"> <li>- Initiate "Fight/Flight" training through Adult Ed</li> <li>- Monthly Fire Drills</li> <li>- Monthly rotation of Drills for (Shelter in Place, Lockdown, Earthquake)</li> <li>- Staff training on Catapult EMS</li> </ul>	<ul style="list-style-type: none"> <li>- Coordination with First Responders</li> <li>- Contact Sheriff's Office to coordinate Fight training</li> <li>- Catapult EMS</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> <li>- Adult Ed Class for 2<sup>nd</sup> Semester</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- School Resource Officer</li> <li>- CERT Team</li> </ul>
	Quarterly Safety Committee meetings will occur to provide input on training for staff, understanding of necessary training, and provide updates to Gallatin Gateway School Safety Plan	<ul style="list-style-type: none"> <li>- Time to meet and collaborate</li> <li>- Input from necessary stakeholders</li> <li>- Training with First Responders</li> </ul>	<ul style="list-style-type: none"> <li>- Meetings will occur in October, January, April, June</li> <li>- Quarterly updates will be provided to the board</li> <li>- Recommendations for revision to the Safety Plan yearly during the summer</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Safety Committee</li> </ul>
We will enhance our counseling support for students	Counselor coordinates with SST and Principal to ensure implementation of MTSS	<ul style="list-style-type: none"> <li>- Monthly MTSS meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Counselor</li> <li>- Student Support Admin</li> <li>- Teachers</li> <li>- Whole Child Committee</li> </ul>
	Increase awareness of issues related to bullying and implement a cohesive anti-bullying program at GGS	<ul style="list-style-type: none"> <li>- Funding</li> <li>- Knowledge of resources</li> </ul>	<ul style="list-style-type: none"> <li>- Bullying on each MTSS agenda</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Counselor</li> <li>- Teachers</li> <li>- Whole Child Committee</li> </ul>

<b>V. Safety</b>				
<b>Objective</b>	<b>Action Steps</b>	<b>- Resources Needed</b>	<b>- Timeframe</b>	<b>- Person's Responsible</b>
We will increase our awareness of training on and implementation of alternative means of addressing student behaviors.	Use of SWSS to track student discipline data to make informed decisions about student behaviors	<ul style="list-style-type: none"> <li>- Understanding of the construct and how it may work at GGS</li> <li>- Time to analyze materials</li> </ul>	- Ongoing	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Counselor</li> <li>- Whole Child Committee</li> <li>- MTSS Leadership Team</li> </ul>
	Development of Rtl Behavior Matrix to assist students in need of behavior intervention	<ul style="list-style-type: none"> <li>- Teacher Training</li> </ul>	- Ongoing	<ul style="list-style-type: none"> <li>- Counselor</li> <li>- Superintendent</li> <li>- MTSS Leadership Team</li> <li>- Whole Child Committee</li> <li>- Teachers</li> </ul>

# Gallatin Gateway Superintendent Evaluation

2019-2020

\* Required

## 1. Date \*

Example: December 15, 2012

## 2. Trustee Name \*

## Purpose

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This evaluation is conducted to provide the superintendent with the trustee's assessment of work for the school district. As well, it is conducted to provide the trustees with the superintendent's self-evaluation and goals for the future. A further intent of the evaluation is to strengthen the working relationship between the trustees and the superintendent for the achievement of their Core Purpose:

To embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

## Process

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Each trustee shall complete their part of this evaluation form individually, and each form shall be electronically submitted. After the public discussion and evaluation of the Superintendent, the trustee chair or designee shall prepare a composite evaluation form. This evaluation form, after being signed by the superintendent and the trustees, shall be placed in the personnel file of the superintendent. Each trustee's evaluation responses will be used as the source documents for the composite and shall be given to the superintendent for information and use toward continual improvement.

## Performance Standards

The ten performance standards are the Professional Standards for Educational Leaders.

## Standard 1. Mission, Vision, and Core Values

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Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.

## Goal Area 1: Individual Student Success

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Statement of Intended Outcome, Five years: We have successfully enhanced our expectations of students, the exposure of our students to learning opportunities, and our individualized approach to education. As a result, our students are literate and enthused about their education, are enjoying their experiences, and are thriving.

**3. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**4. Please provide comments/goals for Superintendent in relation to Goal Area 1:**

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**Goal Area 2: Staff and Volunteers**

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Statement of Intended Outcome, Five years: Our staff are highly valued and supported and because of our positive work environment, our staff flourish in their respective positions. Our staff, with our volunteers, collaborate in a cohesive manner that fully supports the individual needs of our students. Our staff and volunteers have positively impacted each student enrolled in our school.

**5. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**6. Please provide comments/goals for Superintendent in relation to Goal Area 2:**

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**Goal Area 3: Facilities**

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Statement of Intended Outcome, Five Years: We have successfully integrated environmentally friendly initiatives into our school and enhanced the current and future use and efficiency of our facilities to ensure that our school meets the contemporary needs of our students, staff and the community we serve.

**7. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**8. Please provide comments/goals for Superintendent in relation to Goal Area 3:**

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**Goal Area 4: Leadership, Communication and Collaboration**

Statement of Intended Outcome, Five Years: Through our efforts in enhancing our leadership roles, the quality and effectiveness of our communications and collaboration with parents, staff and the community, we operate in a cohesive manner that has significantly improved our District operations, programs and services and enhanced individual student success.

**9. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**10. Please provide comments/goals for Superintendent in relation to Goal Area 4:**

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**Goal Area 5: Safety**

Statement of Intended Outcome, Five Years: We have enhanced the safety and security of our facilities to minimize the risk and harm to our students and staff in the event of a safety or security breach. We have effectively enhanced our emotional support services for students. We have further experienced a significant decline in student discipline as a result of our restorative justice initiative.

**11. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**12. Please provide comments/goals for Superintendent in relation to Goal Area 5:**

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**Standard 2. Ethics and Professional Norms**

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Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.

**13. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Ethics and Professional Norms \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**14. Please provide comments/goals for Superintendent in relation to Ethics and Professional Norms:**

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**Standard 3. Equity and Cultural Responsiveness**

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Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.

**15. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Equity and Cultural Responsiveness \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**16. Please provide comments/goals for Superintendent in relation to Equity and Cultural Responsiveness:**

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**Standard 4. Curriculum, Instruction, and Assessment**

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Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.

**17. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Curriculum, Instruction, and Assessment \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**18. Please provide comments/goals for Superintendent in relation to Curriculum, Instruction, and Assessment**

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**Standard 5. Community of Care and Support for Students**

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Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.

**19. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Community of Care and Support for Students \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**20. Please provide comments/goals for Superintendent In relation to Community of Care and Support for Students**

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**Standard 6. Professional Capacity of School Personnel**

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Effective educational leaders develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.

**21. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Professional Capacity of School Personnel \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**22. Please provide comments/goals for Superintendent in relation to Professional Capacity of School Personnel**

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**Standard 7. Professional Community for Teachers and Staff**

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Effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.



**23. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Professional Community for Teachers and Staff \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**24. Please provide comments/goals for Superintendent in relation to Professional Community for Teachers and Staff**

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**Standard 8. Meaningful Engagement of Families and Community**

Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

**25. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Meaningful Engagement of Families and Community \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**26. Please provide comments/goals for Superintendent in relation to Meaningful Engagement of Families and Community**

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**Standard 9. Operations and Management**

Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.

**27. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Operations and Management \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**28. Please provide comments/goals for Superintendent in relation to Operations and Management**

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**Standard 10. School Improvement**

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Effective educational leaders act as agents of continuous improvement to promote each student's academic success and well-being

**29. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding School Improvement \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**30. Please provide comments/goals for Superintendent in relation to School Improvement**

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**Relationship with Trustees**

The following items serve as examples to illustrate our collective understanding of the superintendent's responsibilities in relation to the Board of Trustees.

**31. Proposes and implements policies of the school board. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

32. **Reports to the school board about the status of programs, personnel, and operations of the district. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

33. **Facilitates the decision-making process for the board by making sound recommendations for board action which are consistent with the district's vision, mission statements, and board goals. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

34. **Communicates as liaison between the school board and school personnel. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

35. **Informs the school board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

36. **Collaboratively prepares agendas of meetings to the school board. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

37. **Keeps school board adequately informed of the superintendent's activities, particularly those activities affecting the functioning of the school district. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**38. Attends meetings of the board and takes part in deliberations, but does not vote. \***

*Mark only one oval.*

1      2      3      4      5

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Does not meet expectations                  Exceeds expectations

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**39. Ensures the filing of all reports required by statute or regulation. \***

*Mark only one oval.*

1      2      3      4      5

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Does not meet expectations                  Exceeds expectations

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**40. Please provide comments/goals for Superintendent in relation to Board/Superintendent Relationship**

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1 \_\_\_\_\_ School District

R

2  
3 **STUDENTS**

3210

4  
5 Equal Educational Opportunity, Nondiscrimination, and Sex Equity

6  
7 The District will make equal educational opportunities available for all students without regard  
8 to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical  
9 or mental handicap or disability, economic or social condition, actual or potential marital or  
10 parental status, **(OPTIONAL - additional optional provision noted below if not previously**  
11 **adopted)** No student will be denied equal access to programs, activities, services, or benefits or  
12 be limited in the exercise of any right, privilege, or advantage, or denied equal access to  
13 educational and extracurricular programs and activities.

14  
15 Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be  
16 directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the  
17 Department of Education, or both. The Board designates the following individual to serve as the  
18 District's Title IX Coordinator:

19  
20 **Title:** \_\_\_\_\_  
21 **Office address:** \_\_\_\_\_  
22 **Email:** \_\_\_\_\_  
23 **Phone number:** \_\_\_\_\_  
24

25 Inquiries regarding discrimination on the basis of disability or requests for accommodation  
26 should be directed to the District Section 504 Coordinator. The Board designates the following  
27 individual to serve as the District's Section 504 Coordinator:

28  
29 **Title:** \_\_\_\_\_  
30 **Office address:** \_\_\_\_\_  
31 **Email:** \_\_\_\_\_  
32 **Phone number:** \_\_\_\_\_  
33

34 Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights  
35 and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-  
36 Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform  
37 Complaint Procedure.

38  
39 The District, in compliance with federal regulations, will notify annually all students, parents,  
40 staff, and community members of this policy and the designated coordinator to receive inquiries.  
41 This annual notification will include the name and location of the coordinator and will be  
42 included in all handbooks.

43  
44 The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence  
45 against students, staff, or volunteers with disabilities. The District will consider such behavior as  
46 constituting discrimination on the basis of disability, in violation of state and federal law.

1 \_\_\_\_\_ School District

2  
3 **FINANCIAL MANAGEMENT**

7425F

4  
5 Class Fundraising Notice

6  
7 The class of \_\_\_\_\_ is raising funds for their class operations, projects, and trips. The school district is  
8 sponsoring that effort through coordination of donations and the sale of goods, with the portion of the  
9 sales price above cost being treated as a donation. In order to ensure that your contribution to this effort  
10 is spent as intended and to provide you with information regarding how the funds will be spent, please  
11 know:

- 12
- 13 1. The funds raised through donations will be public funds in accordance with Policy 7260 and  
14 Section 20-6-604, MCA. The funds will be deposited in the class's account as part of the School  
15 District's Extra- and Curricular Fund procedure outlined in Policy 7425 and Section 20-9-504,  
16 MCA. Funds will be spent in accordance with the authority of the Board of Trustees.
- 17 2. Class operations and projects that will be funded through these fundraising efforts include  
18 decorating and hosting class events that include but are not limited to the commencement  
19 ceremony, dances and prom, awards ceremonies, and graduation gatherings. Other projects may  
20 include but are not limited to class memorials, school spirit campaigns, parade floats, or support  
21 for class service projects in the community. Excess funds may be donated to another class in the  
22 district to help support events or projects in accordance with this form, School District policy and  
23 Montana law.
- 24 3. Class trips supported through this fundraising effort will include but are not limited to a school  
25 sponsored educationally focused senior trip for the class of \_\_\_\_\_ as approved by the Board of  
26 Trustees in accordance with Policy 2320. The trip is currently planned for  
27 \_\_\_\_\_ (insert description of the trip if one has been identified, or, if the details  
28 have not been mapped out, "a senior trip, the details of which have not yet been finalized and  
29 which will depend on the amount of funds raised."
- 30 4. There are events, unanticipated at this time, that could render the planned senior trip infeasible,  
31 inadvisable, commercially impracticable, illegal, or impossible. Illustrative examples include but  
32 are not limited to terrorism or threats of terrorism, a pandemic, weather events, other acts of God,  
33 or any other unforeseen event beyond the control of the school district.
- 34 5. If the school board determines that the primary purpose for this fundraising effort meets one or  
35 more of the contingencies in (4) above, the funds donated will used for one or more of the  
36 following purposes authorized in or consistent with (2) above. Funds will not be used for cash  
37 payments or other gifts to students.
- 38 6. By donated funds and/or purchasing goods for the purpose of fundraising, those contributing to  
39 this fundraising effort acknowledge that their contribution will be treated as including the donor's  
40 direction to spend the funds according to the conditions specified in paragraphs 1 through 5  
41 above, with the school board directed to exercise its full discretion regarding these matters in  
42 determining the best use of contributed funds consistent with any of the purposes specified above.

43  
44  
45 Policy History:

46 Adopted on:

47 Reviewed on:

48 Revised on:



Completely replaces  
previous version

1 \_\_\_\_\_ School District

R

2  
3 **STUDENTS**

3225

page 1 of 3

4  
5 Sexual Harassment of Students

6  
7 The District does not discriminate on the basis of sex in any education program or activity that it  
8 operates. The District is required by Title IX of the Education Amendments of 1972 and the  
9 regulations promulgated through the U.S. Department of Education not to discriminate in such a  
10 manner. Inquiries about the application of Title IX to the District may be referred to the  
11 District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of  
12 Education, or both.

13  
14 The Board designates the following individual to serve as the District's Title IX Coordinator:

15  
16 Title: \_\_\_\_\_  
17 Office address: \_\_\_\_\_  
18 Email: \_\_\_\_\_  
19 Phone number: \_\_\_\_\_  
20

21 Any person may report sex discrimination, including sexual harassment, at any time, including  
22 during non-business hours. Such a report may be made in person, by mail, by telephone or by  
23 electronic mail, using the contact information listed for the Title IX Coordinator, or by any other  
24 means that results in the Title IX Coordinator receiving the person's verbal or written report.  
25

26 For purposes of this policy and the grievance process, "sexual harassment" means conduct on the  
27 basis of sex that satisfies one or more of the following:

- 28  
29 1. A District employee conditioning the provision of an aid, benefit, or service of the  
30 District on an individual's participation in unwelcome sexual conduct;  
31  
32 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and  
33 objectively offensive that it effectively denies a person equal access to the District's  
34 education program or activity or  
35  
36 3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in  
37 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or  
38 "stalking" as defined in 34 USC 12291(a)(30).  
39

40 When the harassment or discrimination on the basis of sex does not meet the definition of sexual  
41 harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination  
42 process for investigation.  
43

44 An individual is not required to submit a report of sexual harassment involving the Title IX  
45 coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged  
46 harassment, the individual may report the allegations to the building principal or superintendent  
47 or other unbiased school official.



1  
2  
3  
4 Retaliation Prohibited  
5

6 The District prohibits intimidation, threats, coercion or discrimination against any individual for  
7 the purpose of interfering with any right or privilege secured by Title IX or this policy, or  
8 because the individual has made a report or complaint, testified, assisted, or participated or  
9 refused to participate in any manner in an investigation proceeding or hearing, if applicable.  
10 Intimidation, threats, coercion, or discrimination, including charges against an individual for  
11 code of conduct violations that do not involve sex discrimination or sexual harassment, but arise  
12 out of the same facts or circumstances as a report or complaint of sex discrimination, or a report  
13 or formal complaint of sexual harassment, for the purpose of interfering with any right or  
14 privilege secured by Title IX or this part, constitutes retaliation.  
15

16 Confidentiality  
17

18 The District must keep confidential the identity of any individual who has made a report or  
19 complaint of sex discrimination, including any individual who has made a report or filed a  
20 formal complaint of sexual harassment, any individual who has been alleged to be the victim or  
21 perpetrator of conduct that could constitute sexual harassment, and any witness, except as may  
22 be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or  
23 to carry out the purposes of the Title IX regulations, including the conduct of any investigation,  
24 hearing or judicial proceeding arising thereunder.  
25

26 Notice Requirements  
27

28 The District provides notice to applicants for admission and employment, students, parents or  
29 legal guardians of elementary and secondary school students, employees and the union(s) with  
30 the name or title, office address, email address and telephone number of the Title IX Coordinator  
31 and notice of the District grievance procedures and process, including how to report or file a  
32 complaint of sex discrimination, how to file a formal complaint of sexual harassment and how  
33 the District will respond. The District also posts the Title IX Coordinator's contact information  
34 and Title IX policies and procedures in a prominent location on the District website and in all  
35 handbooks made available by the District.  
36

37 Training Requirements  
38

39 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
40 who facilitates an informal resolution process, receives training on the definition of sexual  
41 harassment, the scope of the District's education program or activity, how to conduct an  
42 investigation and grievance process including hearings, appeals and informal resolution  
43 processes, when applicable, and how to serve impartially including by avoiding prejudgment of  
44 the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers  
45 and investigators receive training on issues of relevance of questions and evidence, including  
46 when questions and evidence about the complainant's sexual predisposition or prior sexual

behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Cross Reference: Policy 3210 - Equal Education, Nondiscrimination and Sex Equity  
Policy 3225P – Sexual Harassment Procedures

Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties  
§§ 49-3-101, et seq., MCA Montana Human Rights Act  
Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
34 CFR Part 106 Nondiscrimination on the basis of sex in  
education programs or activities receiving  
Federal financial assistance  
10.55.701(1)(f), ARM Board of Trustees  
10.55.719, ARM Student Protection Procedures  
10.55.801(1)(a), ARM School Climate

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

new

1 \_\_\_\_\_ School District

3225F

3 **Sexual Harassment Reporting/Intake Form for Students**

4 This form is not required. Complaints may be submitted in any manner noted in Policy 5012. The form may be used by the  
5 Title IX Coordinator to document allegations.

7 School \_\_\_\_\_ Date \_\_\_\_\_

9 Student's name \_\_\_\_\_

11 • Who was responsible for the harassment or incident(s)? \_\_\_\_\_  
12 \_\_\_\_\_

14 • Describe the incident(s). \_\_\_\_\_  
15 \_\_\_\_\_  
16 \_\_\_\_\_

18 • Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_  
19 \_\_\_\_\_  
20 \_\_\_\_\_

22 • Were other individuals involved in the incident(s)?  yes  no  
23 If so, name the individual(s) and explain their roles. \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_

28 • Did anyone witness the incident(s)?  yes  no  
29 If so, name the witnesses. \_\_\_\_\_  
30 \_\_\_\_\_  
31 \_\_\_\_\_

34 • Did you take any action in response to the incident?  yes  no  
35 If yes, what action did you take? \_\_\_\_\_  
36 \_\_\_\_\_  
37 \_\_\_\_\_

40 • Were there any prior incidents?  yes  no  
41 If so, describe any prior incidents. \_\_\_\_\_  
42 \_\_\_\_\_  
43 \_\_\_\_\_

45 Signature of complainant \_\_\_\_\_

47 Signatures of parents/legal guardians \_\_\_\_\_

49 *Retaliation is prohibited by federal law and district policy. The identity of the individual signing this form will*  
50 *remain confidential in accordance with law and policy.*

new

1 \_\_\_\_\_ School District

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2  
3 **STUDENTS**

3225P  
page 1 of 9

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5  
6 Sexual Harassment Grievance Procedure - Students

7  
8 The Board requires the following grievance process to be followed for the prompt and equitable  
9 resolution of student complaints alleging any action that would be prohibited as sexual  
10 harassment by Title IX. The Board directs the process to be published in accordance with all  
11 statutory and regulatory requirements.

12  
13 Definitions

14  
15 The following definitions apply for Title IX policies and procedures:

16  
17 "Actual knowledge:" notice of sexual harassment or allegations of sexual harassment to the  
18 District's Title IX Coordinator or any official of the District who has authority to institute  
19 corrective measures on behalf of the District, or to any employee of an elementary or secondary  
20 school.

21  
22 "Education program or activity:" includes locations, events or circumstances over which the  
23 District exercised substantial control over both the individual who has been reported to be the  
24 perpetrator of conduct that could constitute sexual harassment, and the context in which the  
25 sexual harassment occurs.

26  
27 "Complainant:" an individual who is alleged to be the victim of conduct that could constitute  
28 sexual harassment.

29  
30 "Respondent:" an individual who has been reported to be the perpetrator of conduct that could  
31 constitute sexual harassment.

32  
33 "Formal complaint:" a document filed by a Complainant or signed by the Title IX Coordinator  
34 alleging sexual harassment against a Respondent and requesting that the District investigate the  
35 allegation of sexual harassment.

36  
37 "Supportive measures:" non-disciplinary, non-punitive individualized services offered as  
38 appropriate, as reasonably available and without fee or charge to the Complainant or Respondent  
39 before or after the filing of a formal complaint or where no formal complaint has been filed.

40  
41 District Requirements

42  
43 When the District has actual knowledge of sexual harassment in an education program or activity  
44 of the District, the District will respond promptly in a manner that is not deliberately indifferent.  
45 When the harassment or discrimination on the basis of sex does not meet the definition of sexual  
46 harassment, the Title IX Coordinator will direct the individual to the applicable sex  
47 discrimination process for investigation.

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4 The District treats individuals who are alleged to be the victim (Complainant) and perpetrator  
5 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive  
6 measures. Supportive measures are designed to restore or preserve equal access to the District's  
7 education program or activity without unreasonably burdening the other party, including  
8 measures designed to protect the safety of all parties or the District's educational environment, or  
9 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines  
10 or other course-related adjustments, modifications of work or class schedules, mutual restrictions  
11 on contact between the parties, leaves of absence, increased security and monitoring of certain  
12 areas of the District's property, campus escort services, changes in work locations and other  
13 similar measures.

14  
15 The Title IX Coordinator is responsible for coordinating the effective implementation of  
16 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly  
17 contact the Complainant to discuss the availability of supportive measures, consider the  
18 Complainant's wishes with respect to supportive measures, inform the Complainant of the  
19 availability of supportive measures with or without the filing of a formal complaint, and explain  
20 to the Complainant the process for filing a formal complaint. If the District does not provide the  
21 Complainant with supportive measures, then the District must document the reasons why such a  
22 response was not clearly unreasonable in light of the known circumstances.

23  
24 Timelines

25  
26 The District has established reasonably prompt time frames for the conclusion of the grievance  
27 process, including time frames for filing and resolving appeals and informal resolution processes.  
28 The grievance process may be temporarily delayed or extended for good cause. Good cause may  
29 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent  
30 law enforcement activity; or the need for language assistance or accommodation of disabilities.  
31 In the event the grievance process is temporarily delayed for good cause, the District will provide  
32 written notice to the Complainant and the Respondent of the delay or extension and the reasons  
33 for the action.

34  
35 Response to a Formal Complaint

36  
37 At the time of filing a formal complaint, a Complainant must be participating in or attempting to  
38 participate in the education program or activity of the District with which the formal complaint is  
39 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by  
40 electronic mail, or other means designated by the District.

41  
42 The District must follow the formal complaint process before the imposition of any disciplinary  
43 sanctions or other actions that are not supportive measures. However, nothing in this policy  
44 precludes the District from removing a Respondent from the District's education program or  
45 activity on an emergency basis, provided that the District undertakes an individualized safety and  
46 risk analysis, determines that an immediate threat to the physical health or safety of any student

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5 or other individual arising from the allegations of sexual harassment justifies removal, and  
6 provides the Respondent with notice and an opportunity to challenge the decision immediately  
7 following the removal. A period of removal may include the opportunity for the student to  
8 continue instruction in an offsite capacity. The District may also place a non-student employee  
9 Respondent on administrative leave during the pendency of the grievance process. This  
10 provision may not be construed to modify any rights under the Individuals with Disabilities  
11 Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities  
12 Act.

13  
14 Upon receipt of a formal complaint, the District must provide written notice to the known parties  
15 including:

- 16  
17 1. Notice of the allegations of sexual harassment, including information about the  
18 identities of the parties involved in the incident, the conduct allegedly constituting  
19 sexual harassment, the date and location of the alleged incident, and any sufficient  
20 details known at the time. Such notice must be provided with sufficient time to  
21 prepare a response before any initial interview;  
22  
23 2. An explanation of the District's investigation procedures, including any informal  
24 resolution process;  
25  
26 3. A statement that the Respondent is presumed not responsible for the alleged  
27 conduct and that a determination regarding responsibility will be made by the  
28 decision-maker at the conclusion of the investigation;  
29  
30 4. Notice to the parties that they may have an advisor of their choice who may be, but  
31 is not required to be, an attorney, and may inspect and review any evidence; and  
32  
33 5. Notice to the parties of any provision in the District's code of conduct or policy that  
34 prohibits knowingly making false statements or knowingly submitting false  
35 information.  
36

37 If, in the course of an investigation, the District decides to investigate allegations about the  
38 Complainant or Respondent that are not included in the notice initially provided, notice of the  
39 additional allegations must be provided to known parties.  
40

41 The District may consolidate formal complaints as to allegations of sexual harassment against  
42 more than one Respondent, or by more than one Complainant against one or more Respondents,  
43 or by one party against the other party, where the allegations of sexual harassment arise out of  
44 the same facts or circumstances.  
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5 Investigation of a Formal Complaint  
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7 When investigating a formal complaint and throughout the grievance process, the District must:

- 8
- 9 1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach  
10 a determination regarding responsibility rests on the District and not the parties’;
  - 11
  - 12 2. Provide an equal opportunity for the parties to present witnesses and evidence;
  - 13
  - 14 3. Not restrict either party’s ability to discuss the allegations under investigation or to  
15 gather and present relevant evidence;
  - 16
  - 17 4. Allow the parties to be accompanied with an advisor of the party’s choice who may be,  
18 but is not required to be, an attorney. The District may establish restrictions regarding  
19 the extent to which the advisor may participate in the proceedings, as long as the  
20 restrictions apply equally to both parties;
  - 21
  - 22 5. Provide written notice of the date, time, location, participants, and purpose of any  
23 interview or meeting at which a party is expected to participate, with sufficient time for  
24 the party to prepare to participate;
  - 25
  - 26 6. Provide the parties equal access to review all the evidence collected which is directly  
27 related to the allegations raised in a formal complaint and comply with the review  
28 periods outlined in this process;
  - 29
  - 30 7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
  - 31
  - 32 8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who  
33 facilitate an informal resolution process, do not have a conflict of interest or bias for or  
34 against Complainants or Respondents generally or an individual Complainant or  
35 Respondent;
  - 36
  - 37 9. Not make creditability determinations based on the individual’s status as Complainant,  
38 Respondent or witness;
  - 39
  - 40 10. Not use questions or evidence that constitute or seek disclosure of privileged  
41 information unless waived.

42  
43 Dismissal of Formal Complaints  
44

45 If the conduct alleged in the formal complaint would not constitute sexual harassment even if  
46 proved, did not occur in the District’s education program or activity, or did not occur against a

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5 person in the United States, then the District must dismiss the formal complaint with regard to  
6 that conduct for purposes of sexual harassment under this policy.  
7

8 The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any  
9 time during the investigation or hearing, if applicable, when any of the following apply:  
10

- 11 1. a Complainant provides written notification to the Title IX Coordinator that the  
12 Complainant would like to withdraw the formal complaint or any allegations therein;
- 13 2. the Respondent is no longer enrolled or employed by the District or;
- 14 3. specific circumstances prevent the District from gathering evidence sufficient to reach a  
15 determination as to the formal complaint or allegations therein.  
16  
17  
18

19 Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the  
20 reasons for dismissal simultaneously to both parties.  
21

#### 22 Evidence Review 23

24 The District provides both parties an equal opportunity to inspect and review any evidence  
25 obtained as part of the investigation so that each party can meaningfully respond to the evidence  
26 prior to the conclusion of the investigation. The evidence provided by the District must include  
27 evidence that is directly related to the allegations in the formal complaint, evidence upon which  
28 the District does not intend to rely in reaching a determination regarding responsibility, and any  
29 inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to  
30 completion of the investigative report, the Title IX Coordinator must send to each party and the  
31 party's advisor, if any, the evidence subject to inspection and review in an electronic format or a  
32 hard copy. The parties have 10 calendar days to submit a written response to the Title IX  
33 Coordinator, which the investigator will consider prior to completion of the investigative report.  
34

#### 35 Investigative Report 36

37 The investigator must prepare an investigative report that fairly summarizes relevant evidence  
38 and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each  
39 party and the party's advisor, if any, the investigative report in an electronic format or a hard  
40 copy, for their review and written response. The parties have 10 calendar days to submit a  
41 written response to the Title IX Coordinator.  
42

#### 43 Decision-Maker's Determination 44

45 The investigative report is submitted to the decision-maker. The decision-maker cannot be the  
46 same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a  
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4 hearing or make a determination regarding responsibility until 10 calendar days from the date the  
5 Complainant and Respondent receive the investigator's report.  
6

7 Prior to reaching a determination regarding responsibility, the decision-maker must afford each  
8 party the opportunity to submit written, relevant questions that a party wants asked of any party  
9 or witness, provide each party with the answers, and allow for additional, limited follow-up  
10 questions from each party. Questions and evidence about the Complainant's sexual  
11 predisposition or prior sexual behavior are not relevant, unless such questions and evidence  
12 about the Complainant's prior sexual behavior are offered to prove that someone other than the  
13 Respondent committed the conduct alleged by the Complainant, or if the questions and evidence  
14 concern specific incidents of the Complainant's prior sexual behavior with respect to the  
15 Respondent and are offered to prove consent. Questions must be submitted to the Title IX  
16 Coordinator within three calendar days from the date the Complainant and Respondent receive  
17 the investigator's report.  
18

19 The decision-maker must issue a written determination regarding responsibility based on a  
20 preponderance of the evidence standard. The decision-maker's written determination must:  
21

- 22 1. Identify the allegations potentially constituting sexual harassment;
- 23
- 24 2. Describe the procedural steps taken, including any notifications to the parties,  
25 interviews with parties and witnesses, site visits, methods used to gather evidence, and  
26 hearings held;
- 27
- 28 3. Include the findings of fact supporting the determination;
- 29
- 30 4. Draw conclusions regarding the application of any District policies and/or code of  
31 conduct rules to the facts;
- 32
- 33 5. Address each allegation and a resolution of the complaint including a determination  
34 regarding responsibility, the rationale therefor, any recommended disciplinary  
35 sanction(s) imposed on the Respondent, and whether remedies designed to restore or  
36 preserve access to the educational program or activity will be provided by the District  
37 to the Complainant; and
- 38
- 39 6. The procedures and permissible bases for the Complainant and/or Respondent to appeal  
40 the determination.  
41

42 A copy of the written determination must be provided to both parties simultaneously, and  
43 generally will be provided within 60 calendar days from the District's receipt of a formal  
44 complaint.  
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4 The determination regarding responsibility becomes final either on the date that the District  
5 provides the parties with the written determination of the result of the appeal, if an appeal is  
6 filed, or if an appeal is not filed, the date on which an appeal would no longer be considered  
7 timely.  
8

9 Where a determination of responsibility for sexual harassment has been made against the  
10 Respondent, the District will provide remedies to the Complainant that are designed to restore or  
11 preserve equal access to the District's education program or activity. Such remedies may include  
12 supportive measures; however, remedies need not be non-disciplinary or non-punitive and need  
13 not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective  
14 implementation of any remedies. Following any determination of responsibility, the District may  
15 implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated  
16 agreement. For students, the sanctions may include disciplinary action, up to and including  
17 permanent exclusion.  
18

#### 19 20 Appeals 21

22 Either the Complainant or Respondent may appeal the decision-maker's determination regarding  
23 responsibility or a dismissal of a formal complaint, on the following bases:  
24

- 25 1. Procedural irregularity that affected the outcome of the matter;
- 26  
27 2. New evidence that was not reasonably available at the time that could affect the  
28 outcome and  
29
- 30 3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or  
31 bias for or against Complainants or Respondents generally or an individual  
32 Complainant or Respondent that affected the outcome.  
33

34 The request to appeal must be made in writing to the Title IX Coordinator within seven calendar  
35 days after the date of the written determination. The appeal decision-maker must not have a  
36 conflict of interest or bias for or against Complainants or Respondents generally or an individual  
37 Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the  
38 decision-maker from the original determination.  
39

40 The appeal decision-maker must notify the other party in writing when an appeal is filed and  
41 give both parties a reasonable equal opportunity to submit a written statement in support of, or  
42 challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a  
43 written decision describing the result of the appeal and the rationale for the result. The decision  
44 must be provided to both parties simultaneously, and generally will be provided within 10  
45 calendar days from the date the appeal is filed.  
46

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4 Informal Resolution Process  
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6 Except when concerning allegations that an employee sexually harassed a student, at any time  
7 during the formal complaint process and prior to reaching a determination regarding  
8 responsibility, the District may facilitate an informal resolution process, such as mediation, that  
9 does not involve a full investigation and determination of responsibility, provided that the  
10 District:

- 11
- 12 1. Provides to the parties a written notice disclosing:
    - 13 A. The allegations;
    - 14 B. The requirements of the informal resolution process including the circumstances  
15 under which it precludes the parties from resuming a formal complaint arising  
16 from the same allegations, provided, however, that at any time prior to agreeing to  
17 a resolution, any party has the right to withdraw from the informal resolution  
18 process and resume the Title IX formal complaint process with respect to the  
19 formal complaint; and
    - 20 C. Any consequences resulting from participating in the informal resolution process,  
21 including the records that will be maintained or could be shared.
  - 22 2. Obtains the parties' voluntary, written consent to the informal resolution process.  
23  
24  
25

26  
27  
28 The informal resolution process generally will be completed within 30 calendar days, unless the  
29 parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process.  
30 The formal grievance process timelines are stayed during the parties' participation in the  
31 informal resolution process. If the parties do not reach resolution through the informal resolution  
32 process, the parties will resume the formal complaint grievance process, including timelines for  
33 resolution, at the point they left off.  
34

35 Recordkeeping  
36

37 The District must maintain for a period of seven years records of:

- 38
- 39 1. Each sexual harassment investigation, including any determination regarding  
40 responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies  
41 provided to the Complainant designed to restore or preserve equal access to the  
42 District's education program or activity;
  - 43 2. Any appeal and the result therefrom;
  - 44 3. Any informal resolution and the result therefrom; and  
45  
46

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4 4. All materials used to train Title IX Coordinators, investigators, decision-makers, and  
5 any person who facilitates an informal resolution process. The District must make  
6 these training materials publicly available on its website.  
7

8 The District must create, and maintain for a period of seven years, records of any actions,  
9 including any supportive measures, taken in response to a report or formal complaint of sexual  
10 harassment. In each instance, the District must document the basis for its conclusion that its  
11 response was not deliberately indifferent, and document that it has taken measures designed to  
12 restore or preserve equal access to the District's education program or activity.  
13

14 Cross Reference: Policy 3210 Equal Education, Nondiscrimination and Sex Equity  
15 Policy 3225 Sexual Harassment  
16 Policy 3310 Student Discipline  
17

18 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties  
19 Section 49-3-101, et seq., MCA, Montana Human Rights Act  
20 Civil Rights Act, Title VI; 42 USC 2000d et seq.  
21 Civil Rights Act, Title VII; 42 USC 2000e et seq.  
22 Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
23 Section 20-5-201, MCA, Duties and Sanctions  
24 Section 20-5-202, MCA, Suspension and Expulsion  
25 34 CFR Part 106 Nondiscrimination on the basis of sex in  
26 education programs or activities receiving  
27 Federal financial assistance  
28 10.55.701(1)(f), ARM Board of Trustees  
29 10.55.719, ARM Student Protection Procedures  
30 10.55.801(1)(a), ARM School Climate  
31

32 Policy History:

33 Adopted on:

34 Reviewed on:

35 Revised on:

**STUDENTS**

3226

Page 1 of 3

Bullying/Harassment/Intimidation/Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Creating a hostile educational environment, or;
  - d. Substantially and materially disrupts the orderly operation of a school.
5. "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities

The District Administrator shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

When an employee has actual knowledge that behavior in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference:     **3225**   Sexual Harassment  
                              **3225**   Sexual Harassment Grievance Procedure  
                              **3225E** Harassment Reporting/Intake Form for Students

Legal Reference:    § 20-5-207, MCA     "Bully-Free Montana Act"  
                              § 20-5-208, MCA     Definition  
                              § 20-50-209, MCA    Bullying of student prohibited

<u>§ 20-5-210, MCA</u>	<u>Enforcement – exhaustion of administrative remedies</u>
10.55.701(2)(f), ARM	Board of Trustees
10.55.719, ARM	Student Protection Procedures
10.55.801(1)(d), ARM	School Climate

Policy History:

Adopted on:

Reviewed on:

Revised on:

**STUDENTS**

3310

page 1 of 3

Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.



- Forging any signature or making any false entry or attempting to authorize any document

3310

page 2 of 3

used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

#### Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

#### Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference:     3300 Suspension and Expulsion  
                          3225 Sexual Harassment of Students  
                          3226 Bullying, Harassment  
                          5015 Bullying, Harassment

Legal Reference:	§ 16-11-302(1)(7), MCA	Definitions
	§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
	§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties
	29 U.S.C. § 701	Rehabilitation Act of 1973

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

**PERSONNEL**

5010

Equal Employment Opportunity, Non-Discrimination, and Sex Equity

The School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, national origin, genetic information, or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

The District shall not retaliate against any employee for complaining about not receiving equal employment opportunities or other unlawful discriminatory practices, participating in a proceeding regarding the denial of equal employment opportunities, or otherwise opposing discrimination.

Persons who believe they have not received equal employment opportunities or have been retaliated against should report their claims to the building principal. Claims of sex or disability discrimination will be handled through the District's Title IX and Section 504/ADA Coordinator Grievance Procedures; all other claims will be handled through the Uniform Grievance Procedure. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws. The District reserves the right to take action against any individual who knowingly false accusations or knowingly provides false information.

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, genetic information, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability. The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

- Title:
- Office address:
- Email:
- Phone number:

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Title:  
Office address:  
Email:  
Phone number:

Any individual may file a complaint alleging violation of this policy, Policy 5012/512P – Sexual Harrassment, or Policy 5015-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

All complaints about behavior that may violate this policy shall be promptly investigated.

5010  
Page 2 of 2

Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.

Cross Reference: 1700 Uniform Complaint Procedure  
Legal Reference: Age Discrimination in Employment Act, 29 U.S.C. §§ 621, *et seq.*  
Americans with Disabilities Act, Title I, 42 U.S.C. §§ 12111, *et seq.*  
Equal Pay Act, 29 U.S.C. § 206(d)  
Immigration Reform and Control Act, 8 U.S.C. §§ 1324(a), *et seq.*  
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, *et seq.*  
Genetic Information Nondiscrimination Act of 2008 (GINA)  
Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), *et seq.*; 29 C.F.R., Part 1601  
Title IX of the Education Amendments, 20 U.S.C. §§ 1681, *et seq.*; 34 C.F.R., Part 106  
Montana Constitution, Art. X, § 1 - Educational goals and duties  
§ 49-2-101, *et seq.*, MCA Human Rights Act  
§ 49-2-303, MCA Discrimination in Employment  
§ 49-3-102, MCA What local governmental units affected  
§49-3-201, MCA Employment of state and local government personnel.

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

completely replaces  
previous policy

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3 **STUDENTS**

5012

page 1 of 3

4  
5 Sexual Harassment of Employees

6  
7 The District does not discriminate on the basis of sex in any education program or activity that it  
8 operates. The District is required by Title IX of the Education Amendments of 1972 and the  
9 regulations promulgated through the U.S. Department of Education not to discriminate in such a  
10 manner. Inquiries about the application of Title IX to the District may be referred to the  
11 District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of  
12 Education, or both.

13  
14 The Board designates the following individual to serve as the District's Title IX Coordinator:

15  
16 Title: \_\_\_\_\_  
17 Office address: \_\_\_\_\_  
18 Email: \_\_\_\_\_  
19 Phone number: \_\_\_\_\_  
20

21 Any person may report sex discrimination, including sexual harassment, at any time, including  
22 during non-business hours. Such a report may be made using the attached form, in person, by  
23 mail, by telephone or by electronic mail, using the contact information listed for the Title IX  
24 Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's  
25 verbal or written report.

26  
27 For purposes of this policy and the grievance process, "sexual harassment" means conduct on the  
28 basis of sex that satisfies one or more of the following:

- 29  
30 1. A District employee conditioning the provision of an aid, benefit, or service of the  
31 District on an individual's participation in unwelcome sexual conduct;  
32  
33 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and  
34 objectively offensive that it effectively denies a person equal access to the District's  
35 education program or activity; or  
36  
37 3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in  
38 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or  
39 "stalking" as defined in 34 USC 12291(a)(30).  
40

41 When the harassment or discrimination on the basis of sex does not meet the definition of sexual  
42 harassment, the Title IX Coordinator shall direct the individual to the applicable sex  
43 discrimination process for investigation.  
44

45 An individual is not required to submit a report of sexual harassment involving the Title IX  
46 coordinator. In the event the Title IX Coordinator is responsible for or a witness to the alleged  
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4 harassment, the individual may report the allegations to the building principal or superintendent  
5 or other unbiased school official.  
6

#### 7 Retaliation Prohibited

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9 The District prohibits intimidation, threats, coercion or discrimination against any individual for  
10 the purpose of interfering with any right or privilege secured by Title IX or this policy, or  
11 because the individual has made a report or complaint, testified, assisted, or participated or  
12 refused to participate in any manner in an investigation proceeding or hearing, if applicable.  
13 Intimidation, threats, coercion, or discrimination, including charges against an individual for  
14 code of conduct violations that do not involve sex discrimination or sexual harassment, but arise  
15 out of the same facts or circumstances as a report or complaint of sex discrimination, or a report  
16 or formal complaint of sexual harassment, for the purpose of interfering with any right or  
17 privilege secured by Title IX or this part, constitutes retaliation.  
18

#### 19 Confidentiality

20

21 The District must keep confidential the identity of any individual who has made a report or  
22 complaint of sex discrimination, including any individual who has made a report or filed a  
23 formal complaint of sexual harassment, any individual who has been alleged to be the victim or  
24 perpetrator of conduct that could constitute sexual harassment, and any witness, except as may  
25 be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or  
26 to carry out the purposes of the Title IX regulations, including the conduct of any investigation,  
27 hearing or judicial proceeding arising thereunder.  
28

#### 29 Notice Requirements

30

31 The District provides notice to applicants for admission and employment, students, parents or  
32 legal guardians of elementary and secondary school students, employees and the union(s) with  
33 the name or title, office address, email address and telephone number of the Title IX Coordinator  
34 and notice of the District grievance procedures and process, including how to report or file a  
35 complaint of sex discrimination, how to file a formal complaint of sexual harassment and how  
36 the District will respond. The District also posts the Title IX Coordinator's contact information  
37 and Title IX policies and procedures in a prominent location on the District website and in all  
38 handbooks made available by the District.  
39

#### 40 Training Requirements

41

42 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
43 who facilitates an informal resolution process, receives training on the definition of sexual  
44 harassment, the scope of the District's education program or activity, how to conduct an  
45 investigation and grievance process including hearings, appeals and informal resolution  
46 processes, when applicable, and how to serve impartially including by avoiding prejudgment of

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4 the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers  
5 and investigators receive training on issues of relevance of questions and evidence, including  
6 when questions and evidence about the complainant's sexual predisposition or prior sexual  
7 behavior are not relevant as set forth in the formal procedures that follow, and training on any  
8 technology to be used at a live hearing, if applicable. Investigators also receive training on  
9 issues of relevance to create an investigative report that fairly summarizes relevant evidence. All  
10 materials used to train individuals who receive training under this section must not rely on sex  
11 stereotypes and must promote impartial investigations and adjudications of formal complaints of  
12 sexual harassment and are made publicly available on the District's website.

13  
14 Conflict of Interest and Bias

15  
16 The District ensures that Title IX Coordinators, investigators, decision-makers, and any person  
17 who facilitates an informal resolution process do not have a conflict of interest or bias for or  
18 against complainants or respondents generally or an individual complainant or respondent.

19  
20 Determination of Responsibility

21  
22 The individual who has been reported to be the perpetrator of conduct that could constitute  
23 sexual harassment is presumed not responsible for alleged conduct. A determination regarding  
24 responsibility will be made by the decision-maker at the conclusion of the investigation in  
25 accordance with the process outlined in Policy 3225P. No disciplinary sanctions will be imposed  
26 unless and until a final determination of responsibility is reached.

27  
28 Cross Reference: Policy 5010 - Equal Employment and Non-Discrimination  
29 Policy 5012P – Sexual Harassment Procedures

30  
31  
32 Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties  
33 §§ 49-3-101, et seq., MCA Montana Human Rights Act  
34 Civil Rights Act, Title VI; 42 USC 2000d et seq.  
35 Civil Rights Act, Title VII; 42 USC 2000e et seq.  
36 Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
37 34 CFR Part 106 Nondiscrimination on the basis of sex in  
38 education programs or activities receiving  
39 Federal financial assistance  
40 10.55.701(1)(f), ARM Board of Trustees  
41 10.55.719, ARM Student Protection Procedures  
42 10.55.801(1)(a), ARM School Climate

43  
44 Policy History:  
45 Adopted on:  
46 Reviewed on:  
47 Revised on:



new

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3 **PERSONNEL**

5012P  
page 1 of 9

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6 Sexual Harassment Grievance Procedure - Employees

7  
8 The Board requires the following grievance process to be followed for the prompt and equitable  
9 resolution of employee complaints alleging any action that would be prohibited as sexual  
10 harassment by Title IX. The Board directs the process to be published in accordance with all  
11 statutory and regulatory requirements.

12  
13 Definitions

14  
15 The following definitions apply for Title IX policies and procedures:

16  
17 "Actual knowledge:" notice of sexual harassment or allegations of sexual harassment to the  
18 District's Title IX Coordinator or any official of the District who has authority to institute  
19 corrective measures on behalf of the District, or to any employee of an elementary or secondary  
20 school.

21  
22 "Education program or activity:" includes locations, events or circumstances over which the  
23 District exercised substantial control over both the individual who has been reported to be the  
24 perpetrator of conduct that could constitute sexual harassment, and the context in which the  
25 sexual harassment occurs.

26  
27 "Complainant:" an individual who is alleged to be the victim of conduct that could constitute  
28 sexual harassment.

29  
30 "Respondent:" an individual who has been reported to be the perpetrator of conduct that could  
31 constitute sexual harassment.

32  
33 "Formal complaint:" a document filed by a Complainant or signed by the Title IX Coordinator  
34 alleging sexual harassment against a Respondent and requesting that the District investigate the  
35 allegation of sexual harassment.

36  
37 "Supportive measures:" non-disciplinary, non-punitive individualized services offered as  
38 appropriate, as reasonably available and without fee or charge to the Complainant or Respondent  
39 before or after the filing of a formal complaint or where no formal complaint has been filed.

40  
41 District Requirements

42  
43 When the District has actual knowledge of sexual harassment in an education program or activity  
44 of the District, the District will respond promptly in a manner that is not deliberately indifferent.  
45 When the harassment or discrimination on the basis of sex does not meet the definition of sexual  
46 harassment, the Title IX Coordinator will direct the individual to the applicable sex  
47 discrimination process for investigation.

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4 The District treats individuals who are alleged to be the victim (Complainant) and perpetrator  
5 (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive  
6 measures. Supportive measures are designed to restore or preserve equal access to the District's  
7 education program or activity without unreasonably burdening the other party, including  
8 measures designed to protect the safety of all parties or the District's educational environment, or  
9 deter sexual harassment. Supportive measures may include counseling, extensions of deadlines  
10 or other course-related adjustments, modifications of work or class schedules, mutual restrictions  
11 on contact between the parties, leaves of absence, increased security and monitoring of certain  
12 areas of the District's property, campus escort services, changes in work locations and other  
13 similar measures.

14  
15 The Title IX Coordinator is responsible for coordinating the effective implementation of  
16 supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly  
17 contact the Complainant to discuss the availability of supportive measures, consider the  
18 Complainant's wishes with respect to supportive measures, inform the Complainant of the  
19 availability of supportive measures with or without the filing of a formal complaint, and explain  
20 to the Complainant the process for filing a formal complaint. If the District does not provide the  
21 Complainant with supportive measures, then the District must document the reasons why such a  
22 response was not clearly unreasonable in light of the known circumstances.

#### 23 24 Timelines

25  
26 The District has established reasonably prompt time frames for the conclusion of the grievance  
27 process, including time frames for filing and resolving appeals and informal resolution processes.  
28 The grievance process may be temporarily delayed or extended for good cause. Good cause may  
29 include considerations such as the absence of a party, a party's advisor, or a witness; concurrent  
30 law enforcement activity; or the need for language assistance or accommodation of disabilities.  
31 In the event the grievance process is temporarily delayed for good cause, the District will provide  
32 written notice to the Complainant and the Respondent of the delay or extension and the reasons  
33 for the action.

#### 34 35 Response to a Formal Complaint

36  
37 At the time of filing a formal complaint, a Complainant must be participating in or attempting to  
38 participate in the education program or activity of the District with which the formal complaint is  
39 filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by  
40 electronic mail, or other means designated by the District.

41  
42 The District must follow the formal complaint process before the imposition of any disciplinary  
43 sanctions or other actions that are not supportive measures. However, nothing in this policy  
44 precludes the District from placing a non-student employee Respondent on administrative leave  
45 during the pendency of the grievance process. The District may also remove a student  
46 Respondent alleged to have harassed an employee Complainant from the education setting. The

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4 student may receive instruction in an offsite capacity during the period of removal. This  
5 provision may not be construed to modify any rights under the Individuals with Disabilities  
6 Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities  
7 Act.

8  
9 Upon receipt of a formal complaint, the District must provide written notice to the known parties  
10 including:

- 11  
12 1. Notice of the allegations of sexual harassment, including information about the  
13 identities of the parties involved in the incident, the conduct allegedly constituting  
14 sexual harassment, the date and location of the alleged incident, and any sufficient  
15 details known at the time. Such notice must be provided with sufficient time to  
16 prepare a response before any initial interview;
- 17  
18 2. An explanation of the District's investigation procedures, including any informal  
19 resolution process;
- 20  
21 3. A statement that the Respondent is presumed not responsible for the alleged  
22 conduct and that a determination regarding responsibility will be made by the  
23 decision-maker at the conclusion of the investigation;
- 24  
25 4. Notice to the parties that they may have an advisor of their choice who may be, but  
26 is not required to be, an attorney, and may inspect and review any evidence; and
- 27  
28 5. Notice to the parties of any provision in the District's code of conduct or policy that  
29 prohibits knowingly making false statements or knowingly submitting false  
30 information.

31  
32 If, in the course of an investigation, the District decides to investigate allegations about the  
33 Complainant or Respondent that are not included in the notice initially provided, notice of the  
34 additional allegations must be provided to known parties.

35  
36 The District may consolidate formal complaints as to allegations of sexual harassment against  
37 more than one Respondent, or by more than one Complainant against one or more Respondents,  
38 or by one party against the other party, where the allegations of sexual harassment arise out of  
39 the same facts or circumstances.

#### 40 41 Investigation of a Formal Complaint

42  
43 When investigating a formal complaint and throughout the grievance process, the District must:

- 44  
45 1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach  
46 a determination regarding responsibility rests on the District and not the parties';

2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make creditability determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

#### Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;

2. the Respondent is no longer enrolled or employed by the District; or
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

#### Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

#### Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

#### Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence

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4 concern specific incidents of the Complainant's prior sexual behavior with respect to the  
5 Respondent and are offered to prove consent. Questions must be submitted to the Title IX  
6 Coordinator within three calendar days from the date the Complainant and Respondent receive  
7 the investigator's report.  
8

9 The decision-maker must issue a written determination regarding responsibility based on a  
10 preponderance of the evidence standard. The decision-maker's written determination must:

- 11 1. Identify the allegations potentially constituting sexual harassment;
- 12 2. Describe the procedural steps taken, including any notifications to the parties,  
13 interviews with parties and witnesses, site visits, methods used to gather evidence, and  
14 hearings held;
- 15 3. Include the findings of fact supporting the determination;
- 16 4. Draw conclusions regarding the application of any District policies and/or code of  
17 conduct rules to the facts;
- 18 5. Address each allegation and a resolution of the complaint including a determination  
19 regarding responsibility, the rationale therefor, any recommended disciplinary  
20 sanction(s) imposed on the Respondent, and whether remedies designed to restore or  
21 preserve access to the educational program or activity will be provided by the District  
22 to the Complainant; and
- 23 6. The procedures and permissible bases for the Complainant and/or Respondent to appeal  
24 the determination.  
25  
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32 A copy of the written determination must be provided to both parties simultaneously, and  
33 generally will be provided within 60 calendar days from the District's receipt of a formal  
34 complaint.  
35

36 The determination regarding responsibility becomes final either on the date that the District  
37 provides the parties with the written determination of the result of the appeal, if an appeal is  
38 filed, or if an appeal is not filed, the date on which an appeal would no longer be considered  
39 timely.  
40

41 Where a determination of responsibility for sexual harassment has been made against the  
42 Respondent, the District will provide remedies to the Complainant that are designed to restore or  
43 preserve equal access to the District's education program or activity. Such remedies may include  
44 supportive measures; however, remedies need not be non-disciplinary or non-punitive and need  
45 not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective  
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4 implementation of any remedies. Following any determination of responsibility, the District may  
5 implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated  
6 agreement. For employees, the sanctions may include any form of responsive discipline, up to  
7 and including termination.

8  
9 Appeals

10  
11 Either the Complainant or Respondent may appeal the decision-maker's determination regarding  
12 responsibility or a dismissal of a formal complaint, on the following bases:

- 13  
14 1. Procedural irregularity that affected the outcome of the matter;  
15  
16 2. New evidence that was not reasonably available at the time that could affect the  
17 outcome and  
18  
19 3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or  
20 bias for or against Complainants or Respondents generally or an individual  
21 Complainant or Respondent that affected the outcome.

22  
23 The request to appeal must be made in writing to the Title IX Coordinator within seven calendar  
24 days after the date of the written determination. The appeal decision-maker must not have a  
25 conflict of interest or bias for or against Complainants or Respondents generally or an individual  
26 Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the  
27 decision-maker from the original determination.

28  
29 The appeal decision-maker must notify the other party in writing when an appeal is filed and  
30 give both parties a reasonable equal opportunity to submit a written statement in support of, or  
31 challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a  
32 written decision describing the result of the appeal and the rationale for the result. The decision  
33 must be provided to both parties simultaneously, and generally will be provided within 10  
34 calendar days from the date the appeal is filed.

35  
36 Informal Resolution Process

37  
38 Except when concerning allegations that an employee sexually harassed a student, at any time  
39 during the formal complaint process and prior to reaching a determination regarding  
40 responsibility, the District may facilitate an informal resolution process, such as mediation, that  
41 does not involve a full investigation and determination of responsibility, provided that the  
42 District:

- 43  
44 1. Provides to the parties a written notice disclosing:  
45  
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- 4 A. The allegations;
- 5
- 6 B. The requirements of the informal resolution process including the circumstances
- 7 under which it precludes the parties from resuming a formal complaint arising
- 8 from the same allegations, provided, however, that at any time prior to agreeing to
- 9 a resolution, any party has the right to withdraw from the informal resolution
- 10 process and resume the Title IX formal complaint process with respect to the
- 11 formal complaint; and
- 12
- 13 C. Any consequences resulting from participating in the informal resolution process,
- 14 including the records that will be maintained or could be shared.
- 15
- 16 2. Obtains the parties' voluntary, written consent to the informal resolution process.
- 17

18 The informal resolution process generally will be completed within 30 calendar days, unless the  
19 parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process.  
20 The formal grievance process timelines are stayed during the parties' participation in the  
21 informal resolution process. If the parties do not reach resolution through the informal resolution  
22 process, the parties will resume the formal complaint grievance process, including timelines for  
23 resolution, at the point they left off.

#### 24 Recordkeeping

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26  
27 The District must maintain for a period of seven years records of:

- 28
- 29 1. Each sexual harassment investigation, including any determination regarding
- 30 responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies
- 31 provided to the Complainant designed to restore or preserve equal access to the
- 32 District's education program or activity;
- 33
- 34 2. Any appeal and the result therefrom;
- 35
- 36 3. Any informal resolution and the result therefrom; and
- 37
- 38 4. All materials used to train Title IX Coordinators, investigators, decision-makers, and
- 39 any person who facilitates an informal resolution process. The District must make
- 40 these training materials publicly available on its website.
- 41

42 The District must create, and maintain for a period of seven years, records of any actions,  
43 including any supportive measures, taken in response to a report or formal complaint of sexual  
44 harassment. In each instance, the District must document the basis for its conclusion that its  
45 response was not deliberately indifferent, and document that it has taken measures designed to  
46 restore or preserve equal access to the District's education program or activity.  
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**Cross Reference:** Policy 5010 Equal Employment and Non-Discrimination  
Policy 5012 Sexual Harassment  
Policy 5255 Employee Discipline

**Legal References:** Art. X, Sec. 1, Montana Constitution – Educational goals and duties  
Section 49-3-101, et seq., MCA, Montana Human Rights Act  
Civil Rights Act, Title VI; 42 USC 2000d et seq.  
Civil Rights Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
34 CFR Part 106 Nondiscrimination on the basis of sex in  
education programs or activities receiving  
Federal financial assistance  
10.55.701(1)(f), ARM Board of Trustees  
10.55.719, ARM Student Protection Procedures  
10.55.801(1)(a), ARM School Climate

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

new

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School District \_\_\_\_\_

5012F

**Sexual Harassment Reporting/Intake Form for Employees**

This form is not required. Complaints may be submitted in any manner noted in Policy 5012. The form may be used by the Title IX Coordinator to document allegations.

School \_\_\_\_\_ Date \_\_\_\_\_

Employee's name \_\_\_\_\_

• Who was responsible for the harassment or incident(s)? \_\_\_\_\_

• Describe the incident(s). \_\_\_\_\_

• Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

• Were other individuals involved in the incident(s)?  yes  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_

• Did anyone witness the incident(s)?  yes  no  
If so, name the witnesses. \_\_\_\_\_

• Did you take any action in response to the incident?  yes  no  
If yes, what action did you take? \_\_\_\_\_

• Were there any prior incidents?  yes  no  
If so, describe any prior incidents. \_\_\_\_\_

Signature of complainant \_\_\_\_\_

*Retaliation is prohibited by federal law and district policy. The identity of the individual signing this form will remain confidential in accordance with law and policy.*

Bullying/Harassment/Intimidation

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

Definitions

- “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
- “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
- “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
  - a. Physically harming an employee or damaging an employee’s property;
  - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
  - c. Creating a hostile working environment.
  - d.

“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District

Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board, ~~via written communication to the Board Chair.~~

5015  
Page 2 of 2

The complainant may be provided a summary of the findings of the investigation and, as appropriate, that remedial action has been taken.

#### Responsibilities:

The District Administrator shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

When an employee has actual knowledge that behavior is in violation of this policy is sexual harassment, the employee must contact the Title IX Coordinator. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

#### Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

#### Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: 10.55.701(3)(g), ARM Board of Trustees  
10.55.801(1)(d), ARM School Climate

#### Policy History:

Adopted on:

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Reviewed on:  
Revised on: