

# November Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, November 17, 2021 at 6:00pm** (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).) in person and on Zoom

### Call to Order

### Pledge of Allegiance

### Presiding Trustee's explanation of procedures

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

**GUEST:** Gateway Village Update -- Clayton Peacock

### Consent Agenda

**Finance:** Claims Fund Transfer Oct 21, Payroll Clearing Fund, Warrant Transfers, **Personnel:** Hire: Classified/Certified Substitutes

### Interim Financial Consultant Report -- Todd Watkins

### Superintendent's Report

### Old Business

COVID Update

### New Business

Discussion/Action Item -- Zoom

Action Items:

- Consider Social Studies Curriculum Materials K-8
- Consider/Hire District Clerk, Business Manager, Asst. Cook, Paraprofessionals, Later Gator Coordinator, Girls Basketball Coaches, COVID Testing individuals
- Review and Consider Revisions to Evaluation Tools

Discuss Montana Labor Safety Evaluation Report

Review and consider Revisions to Safety Committee Membership and Scope

Reschedule Building Safety Walkthrough

Discuss and Consider change of date for December Regular Board Meeting

### Committee Reports

Next Meetings:

Special Meeting- December 3, 2021 @ 10am- agenda setting

Regular Meeting- December 15, 2021 @ 6pm

### Adjournment

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

Excerpt from GGS Policy #1441- Audience Participation

### Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

### ***Zoom procedures:***

1. Please ensure your mic is muted until called upon by the Board Chair
2. Public Comment is accepted two times during the meeting:
  - a. During non-agenda public comment for items not on the agenda
  - b. After the Board motion and discussion on an agenda item.
3. To participate from a mobile device or computer:
  - a. Please use the “Raise Hand” button under “Participants” button at the bottom of your screen
  - b. Once called on please unmute yourself to provide comments
4. To participate from a phone when dialed in:
  - a. \*9 to raise and lower hand for public comment

Once called on please press \*6 to unmute yourself to provide comments

### **Join Zoom Meeting**

You are invited to a Zoom webinar.

When: Nov 17, 2021 06:00 PM Mountain Time (US and Canada)

Topic: November 17, 2021 Regular Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81882135303?pwd=MlZRdEdvblBoN3RCQ1FnSlZpRFJlN0pRFINUT09>

Passcode: Gv3FfM

Or One tap mobile :

US: +12532158782,,81882135303#,,,,\*416947# or +13462487799,,81882135303#,,,,\*416947#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 818 8213 5303

Passcode: 416947

International numbers available: <https://us02web.zoom.us/j/kcKbWdfb4U>

*“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.”*

# 7790 Gallatin Gateway School District

<b>Claims Fund Transfer</b>					<b>10/31/2021</b>
<b>To:</b>	Payroll Clearing	7790	186	000-00-000620-400855	<b>\$ 112,002.57</b>
<b>From:</b>					Amounts
General Fund		7790	101	000-00-000802-400855	81,605.18
Transportation Fund		7790	110	000-00-000802-400855	6,925.29
Food Services Fund		7790	112	000-00-000802-400855	4,282.02
Tuition Fund		7790	113	000-00-000802-400855	
Retirement Fund		7790	114	000-00-000802-400855	13,660.21
Misc/Federal Fund		7790	115	000-00-000802-400855	4,104.98
Adult Education Fund		7790	117	000-00-000802-400855	697.89
Comp. Absences Fund		7790	121	000-00-000802-400855	
Impact Aid Fund		7790	126	000-00-000802-400855	
Technology Fund		7790	128	000-00-000802-400855	727.00
Flex Fund		7790	129	000-00-000802-400855	
Debt Service		7790	150	000-00-000802-400855	
Building Fund		7790	160	000-00-000802-400855	
Building Reserve Fund		7790	161	000-00-000802-400855	
Activity Fund		7790	184	000-00-000802-400855	
PR Clearing Fund		7790	186	000-00-000802-400855	
Claims Clearing Fund		7790	187	000-00-000802-400855	
Cobra Insurance Fund		7790	189	000-00-000802-400855	
<b>TOTAL</b>					<b>112,002.57</b>

**ELECTRONIC CHECKS INCLUDED IN ABOVE NUMBERS**

**AND CHECK DETAIL IS INCLUDED IN THIS FAX.**


November 5, 2021

Gallatin County Treasurer  
School Accounting Office  
311 West Main – RM 103  
Bozeman, MT 59715  
582-3030 FAX: 582-3037

**October 2021 – ACH/EFT Payments for Gallatin Gateway School**

**PAYROLL CLEARING FUND:**

DD Payroll – 10/05/21	\$56,017.66
Fed Dep – 10/05/21	\$17,749.29
MPERA – 10/05/21	\$1,891.40
MT-TRS- 10/05/21	\$12,527.36

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**CLAIMS CLEARING FUND:**

Bank of Montreal 10/26/21	\$4,785.01
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Thank you!

*Todd Watkins*

Interim- Finance Consultant  
Gallatin Gateway School District 69

# 7790 Gallatin Gateway School District

<b>Claims Fund Transfer</b>					<b>10/31/2021</b>
<b>To:</b>	Claims Clearing	7790	187	000-00-000620-400855	<b>\$ 40,365.21</b>
<b>From:</b>					Amounts
General Fund		7790	101	000-00-000802-400855	19,423.78
Transportation Fund		7790	110	000-00-000802-400855	3,301.32
Food Services Fund		7790	112	000-00-000802-400855	9,893.55
Tuition Fund		7790	113	000-00-000802-400855	
Retirement Fund		7790	114	000-00-000802-400855	
Misc/Federal Fund		7790	115	000-00-000802-400855	5,848.29
Adult Education Fund		7790	117	000-00-000802-400855	127.10
Comp. Absences Fund		7790	121	000-00-000802-400855	
Impact Aid Fund		7790	126	000-00-000802-400855	
Technology Fund		7790	128	000-00-000802-400855	3.28
Flex Fund		7790	129	000-00-000802-400855	
Debt Service		7790	150	000-00-000802-400855	
Building Fund		7790	160	000-00-000802-400855	
Building Reserve Fund		7790	161	000-00-000802-400855	602.89
Activity Fund		7790	184	000-00-000802-400855	540.00
PR Clearing Fund		7790	186	000-00-000802-400855	
Claims Clearing Fund		7790	187	000-00-000802-400855	
Cobra Insurance Fund		7790	189	000-00-000802-400855	
<b>TOTAL</b>					<b>39,740.21</b>

**ELECTRONIC CHECKS INCLUDED IN ABOVE NUMBERS**

**AND CHECK DETAIL IS INCLUDED IN THIS FAX.**


**As of October 26**  
**Certified/Classified Substitute Recommendations:**

**Teachers/Aides/Other**

Diane Belcourt

April Bettilyon

Cyndee Bishop

April Buonamici

Christopher "Evan" Coles

Cynthia Corliss

Mary Jo Haberman

Cheryl Juergens

Kris Keller

Lisa Lamb

Christine Maltaverne

Joshua Miller

Carrie Mooney

Debra Tysse

*Jason Fischer*

*Lauren Fosdal*

*Wendy Hourigan*

*Melissa Melton*

*Kristine Peterson*



# SUPERINTENDENT REPORT

Theresa Keel

## **•Supt. Happenings**

- Attended 4 Rivers MASS
- Attended 4 504, 4 SpEd Meetings, 5 RtI Tier III Meetings
- 3 parent meetings,
- Had 2 Teacher Goal Setting Meetings, 4 Teacher Pre Observation Conferences, 3 Observation Post Conferences, 4 Observations
- Attended the ACE Board Meeting
- Attended Rural Supt Meeting
- Attended the Montana Law Conference
- Attended Sportsman's Banquet Meeting

## **Strategic Goals**

### ***Individual Student Success***

- Met with Thrive — Organization that offers a Parent Liaison Program, Girls on the Run, Child Advancement Project
- Parent Teacher Conferences on Nov 11 — Introduced a true K-2 Standards-based report card
- Working weekly with 3-8 Math Teachers to ensure ACE and Vertical Alignment
- Met with OPI regarding a Transformation Learning Grant and Advanced Opportunity Grant
- Weekly PLC's
  - K-3 ELA working with Gretchen Childs on Guided Reading
  - 3-8 Social Studies working with Jenny Combs, creating standards-based assessments
  - ACE pacing
  - Tier II and III interventions, Growing Gators grouping, Behavior interventions
- Book Club and Tech Club have ended for the semester. Hoping to have them back in the Spring!
- Expedition Yellowstone
- Washington DC Trip
- MCT

### ***Staff and Volunteers***

- New volunteers have been AMAZING — We so appreciate their help everywhere around the school
- Attending the Teach Montana Educators Fair in December

### ***Facilities***

- Core will be replacing 3 classroom control units
- Kitchen project completed
  - Plumbing issues, corrosion

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

- ESSER III Grant application had no remediation necessary for funding
- Received funds from Lone Mountain Land for Gateway Village Final Plat Phase I

### ***Safety***

### **Other School Operations**

#### ***Transportation***

- See Attached Report

#### ***Food Service***

- See Attached Report

## Enrollment Summary

<b>Grade</b>	<b>Total</b>	<b>Boys</b>	<b>Girls</b>	<b>OD</b>
<b>K</b>	20	9	11	2
<b>1</b>	16	10	6	3
<b>2</b>	17	12	5	5
<b>3</b>	15	6	9	4
<b>4</b>	17	9	8	3
<b>5</b>	17	8	9	3
<b>6</b>	16	11	5	2
<b>7</b>	18	10	8	5
<b>8</b>	19	8	11	4
<b>Total:</b>	<b>155</b>	<b>83</b>	<b>72</b>	<b>31</b>
<b>Enrollment</b>				<i>11/1/2021</i>
Enrollment as of:		November 1, 2021		



Interlocal Fund 2020-2023

	<b>Amsterdam 401</b>	<b>Cottonwood 402</b>	<b>Gal. Gtwy 403</b>	<b>Malmborg 404</b>	<b><u>Total in Fund</u></b>	<b><u>Interest %</u></b>
6/30/2020						
Bal Forward	18610.28	17642.37	15395.47	25380.13	77028.25	23.5/22.2/
July Interest	8.95	8.46	8.49	12.19	38.09	
July Total	18619.23	17650.83	15403.96	25392.32	77066.34	24.2/22.9/
Aug Expense					0	
Aug Interest	7.5	7.09	6.2	10.19	30.98	
Aug Total	18626.73	17657.92	15410.16	25402.51	77097.32	24.2/22.9/
Sept Expense					0	
Sept Interest	7.19	6.81	5.94	9.78	29.72	
Sept Total	18633.92	17664.73	15416.1	25412.29	77127.04	24.2/22.9/
Oct Expense					0	
Oct Interest	6.95	6.57	5.74	9.45	28.71	
Oct Total	18640.87	17671.3	15421.84	25421.74	77155.75	24.2/22.9/
Nov Expense	-3458.8				-3458.8	
Nov Interest	6.44	6.1	5.33	8.76	26.63	
Nov Total	15188.51	17677.4	15427.17	25430.5	73723.58	20.6/24.0/
Dec Expense					0	
Dec Interest	4.1	4.79	4.16	6.87	19.92	
Dec Total	15192.61	17682.19	15431.33	25437.37	73743.5	20.6/24.0/
Jan Expense					0	
Jan Interest	2.7	3.13	2.74	4.52	13.09	
Jan Total	15195.31	17685.32	15434.07	25441.89	73756.59	20.6/24.0/
Feb Expense					0	
Feb Interest	1.69	1.96	1.71	2.82	8.18	
Feb Total	15197	17687.28	15435.78	25444.71	73764.77	20.6/24.0/
Mar Expense					0	
Mar Interest	3.95	4.6	4.01	6.62	19.18	
Mar Total	15200.95	17691.88	15439.79	25451.33	73783.95	20.6/24.0/
Apr Expense					0	

Apr Interest	2.37	2.76	2.4	3.97	11.5	
Apr Total	15203.32	17694.64	15442.19	25455.3	73795.45	20.6/24.0/
May Expense					0	
May Interest	2.33	2.72	2.37	3.9	11.32	
May Total	15205.65	17697.36	15444.56	25459.2	73806.77	20.6/24.0/
June Expense					0	
June Interest	1.5	1.75	1.52	2.51	7.28	
June Deposits	10000	0	31500	0	41500	
June Total	25207.15 0	17699.11 0	46946.08 0	25461.71	115314.05	21.9/15.3

Interest	55.67	56.74	50.61	81.58	244.6
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22.3/32.0

20.0/32.9

20.0/32.9

20.0/32.9

20.0/32.9

20.9/34.5

20.9/34.5

20.9/34.5

20.9/34.5

20.9/34.5

20.9/34.5

20.9/34.5

v/40.7/22.1

Interlocal Fund 2020-2023

	<b>Amsterdam 401</b>	<b>Cottonwood 402</b>	<b>Gal. Gtwy 403</b>	<b>Malmborg 404</b>	<b><u>Total in Fund</u></b>	<b>Interest %</b>
6/30/2021						
Bal Forward	25207.15	17699.11	46946.08	25461.71	115314.05	21.9/15.3
July Interest	4.62	3.23	8.59	4.67	21.11	
July Total	25211.77	17702.34	46954.67	25466.38	115335.16	21.9/15.3
Aug Expense					0	
Aug Interest	4.66	3.25	8.65	4.70	21.26	
Aug Total	25216.43	17705.59	46963.32	25471.08	115356.42	21.9/15.3
Sept Expense					0	
Sept Interest					0	
Sept Total	25216.43	17705.59	46963.32	25471.08	115356.42	21.9/15.3
Oct Expense					0	
Oct Interest					0	
Oct Total	25216.43	17705.59	46963.32	25471.08	115356.42	21.9/15.3
Nov Expense					0	
Nov Interest					0	
Nov Total	25216.43	17705.59	46963.32	25471.08	115356.42	21.9/15.3
Dec Expense					0	
Dec Interest					0	
Dec Total	25216.43	17705.59	46963.32	25471.08	115356.42	21.9/15.3
Jan Expense					0	
Jan Interest					0	
Jan Total	25216.43	17705.59	46963.32	25471.08	115356.42	21.9/15.3
Feb Expense					0	
Feb Interest					0	
Feb Total	25216.43	17705.59	46963.32	25471.08	115356.42	20.6/24.0/
Mar Expense					0	
Mar Interest					0	
Mar Total	25216.43	17705.59	46963.32	25471.08	115356.42	20.6/24.0/
Apr Expense					0	

Apr Interest								0	
Apr Total	25216.43		17705.59		46963.32		25471.08	115356.42	20.6/24.0/
May Expense								0	
May Interest								0	
May Total	25216.43		17705.59		46963.32		25471.08	115356.42	20.6/24.0/
June Expense								0	
June Interest								0	
June Deposits								0	
June Total	25216.43	0	17705.59	0	46963.32	0	25471.08	115356.42	21.9/15.3

1/40.7/22.1

1/40.7/22.1

1/40.7/22.1

1/40.7/22.1

1/40.7/22.1

1/40.7/22.1

1/40.7/22.1

1/40.7/22.1

20.9/34.5

20.9/34.5

20.9/34.5

20.9/34.5

v/40.7/22.1





# TRANSPORTATION SUMMARY 21-22

	<i><b>Total riders registered:</b></i>	<i><b>Driver:</b></i>	<i><b>Bus Model:</b></i>	<i><b>Rated Capacity:</b></i>
North	31	Mrs. Brenner	2018 Bluebird	71
South	35	Mr. Lee	2020 International	71
Combined	66	Mr. Lee		

## September 2021- June 2022

AVERAGE # RIDERS:  
 Average % OF TOTAL:  
 MIN/ROUTE:  
 MAX/ROUTE:  
 AVERAGE/ROUTE:

NORTH		SOUTH	
AM	PM	AM	PM
14.1	15.8	13.0	11.4
45.60%	45.02%	37.14%	32.54%
10	8	9	9
17	21	18	16
14.95		12.22	

***as of October 20, 2021***

***as of October 1, 2021***

AVERAGE # RIDERS:  
 Average % OF TOTAL:  
 MIN/ROUTE:  
 MAX/ROUTE:  
 AVERAGE/ROUTE:

COMBINED ROUTE	
AM	PM
25.2	25.2
38.18%	38.18%
20	21
29	28
25.2	

***beginning October 25, 2021***

***as of November 1, 2021***

# FOOD SERVICE SUMMARY

2021-2022

	AVERAGE # OF STUDENTS PER DAY	AVERAGE % OF ELIGIBLE STUDENTS	AVERAGE # OF ADULTS PER DAY	AVERAGE COST/MEAL PER DAY
BREAKFAST	N/A	N/A	N/A	N/A
COVID- SFSP-BREAKFAST	92.24	60.29%	0.34	\$1.77
LUNCH	N/A	N/A	N/A	N/A
COVID- SFSP-LUNCH	108.51	70.92%	7.49	\$3.26
K-2 SNACK	42.80	85.61%	n/a	\$0.34

## OTHER INFO:

ENROLLMENT	153
3-8 ENROLLMENT	103 (2nd Chance Breakfast)
K-2 ENROLLMENT	50 (Snacks)
K-5 ENROLLMENT	100 (Later Gators)
BREAKFAST	\$1.75
LUNCH	\$2.95
K-2 SNACKS	\$50/YEAR PER STUDENT

### Reimbursement Rates for Summer Food Service Program:

Breakfast	\$2.4625
Lunch	\$4.3175

## Later Gators Snack Revenue Summary

Month	Estimated Total Cost	OPI Reimbursement	Difference
September 2021			
October 2021			
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			
April 2022			
May 2022			
June 2022			
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>

*No ASP due to staffing issues.*

### OPI Reimbursement:

Free	\$0.94
Reduced	\$0.47
Full Pay	\$0.08

*as of October 31, 2021*

	September 30, 2021	October 31, 2021	November 11, 2021	Total
Total Positives in Month	1	14	2	17
Non-School Quarantines in Month	4	18	2	24
School quarantines in Month	0	14	0	14
Tests performed at GGS	25	78	16	119

# ELC: Reopening Schools COVID-19 Screening/Testing Budget

Name of School District: Gallatin Gateway School #35

## Personnel

Salaries	\$10,000_____
Benefits	_____
Stipend	\$10,000_____
Sub-Total	\$20,000_____

## Budget Notes (*Optional*)

Additional Contracted Cleaning

Additional Trained Testers

## Supplies

PPE	_____
Collection Supplies	\$2000_____
Cleaning/Hygiene Supplies	\$6000_____
Home Test Kits	\$2000_____
Sub-Total	\$10,000_____

Mobile Cart/supplies curbside test

Hand sanitizer; soap; Clorox wipes

Home Test Kits; staff

## Equipment

Computer	\$5,000_____
Sub-Total	_____

Laptop for Mobile Cart

<b>Grand Total</b>	<b>\$35,000</b> _____
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**Agenda Item: Consider K-8 Social Studies Curriculum Materials**

**Recommended motion:** I move to adopt McGraw Hill as the Social Studies materials for grades 3-8, and Young Citizens as the Social Studies Materials for grades K-2

**K-8 Curriculum Materials Side by Side Comparison and Recommendation**

All social studies teachers in grades K-8 met, discussed, and evaluated 5 different publishers of Social Studies materials.

Parents had the opportunity to view the materials at Parent/Teacher Conferences.

Below is the alignment and recommendation from the teachers and Superintendent.

	<b>McGraw Hill</b>	<b>Young Citizens</b>
<b>Standards Alignment</b>	NCSS	Adapted for MT
<b>Cost - 1 year projection</b>	\$14,271	\$6600
<b>Cost - 6 year projection</b>	\$17,085	
<b>Digital Components</b>	Single Sign-in  Access text and inquiry journal digitally	Blended
<b>Google Classroom Integration</b>	Yes	Yes
<b>Online Assessments/self check assessments</b>	Blackline Masters and Editable Online Quizzes	Quiz builders and auto-graded assignments
<b>Research</b>	Research-based	Research-based
<b>Professional Development</b>	Attached	Standard and Premium Options  From self-paced courses to graduate level content-specific learning.
<b>Differentiation</b>	Customizable assignments. Spanish-language and ELL.	Reading level and learning

	Reading level assignments.	style, audio video
<b>Reading selections</b>	Whole group titles (launch text+2 anchor texts per unit), small group titles (4), independent titles (4-6 selections: student choice) + also available: trade books and leveled texts (variety of genre and media) <a href="#">Trade Books (80 included in price)</a>	Individualized/small-group All trade books
<b>Student Materials/Consumables</b>	Consumable ordered annually	Inquiry journals
<b>Balanced Literacy</b>	Embedded grammar, daily writing, 25-day unit cycles <a href="#">Components: Reading, Writing, Research, Speaking, Listening, Grammar</a>	Reading and writing - yes, grammar and word study - would require supplemental curriculum materials (vocabulary and grammar)
<b>Teacher Comments</b>	“Liked the research companion, the inquiry aspect, the focus on writing from fact. This also has good Native American ties.”	“It poses fun discussion questions for the kids and is easy to fit into our schedule.” It has the best mix of materials for primary grades.



Montana Department of  
**LABOR & INDUSTRY**  
Employment Relations Division

Greg Gianforte, Governor

Laurie Esau, Commissioner

Safety and Health Bureau

Bryan Page, Bureau Chief

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October 18, 2021

Theresa Keel  
Superintendent  
Gallatin Gateway School  
PO Box 265  
Gallatin Gateway, MT 59730

**Re: Compliance Inspection – Gallatin Gateway School**  
**ERD10052021-01DE: October 5, 2021**

Dear Mrs. Keel:

The Montana Department of Labor, Safety and Health Bureau and I, David Evans would like to thank Gallatin Gateway School for your cooperation and support during this safety compliance inspection conducted on October 5, 2021. The areas observed during this inspection included the Boiler Room and Supply Room.

The report contains a ***List of Serious & Other than Serious violations*** and recommended actions to aid in the correction of the violations. The list of Serious Violations must be posted in a prominent location for employees to view. ***Serious Hazards REQUIRE a response within the given timeframe as provided in Appendix B of the following report. Documentation and/or photos may be required to close out the inspection.*** It is recommended to correct the hazards in a timely manner and post the corrective actions taken to abate the hazards. This knowledge will help the employees do their part in maintaining a safe and healthy workplace.

The report includes a brief evaluation of the Montana Safety Culture Act (MSCA) for the Gallatin Gateway School. Your cooperation during the visit is greatly appreciated. Please contact me at (406) 444-6596 for any additional information.

Sincerely:

*David Evans*

David Evans, CSP  
Compliance Specialist  
Montana DLI - Safety and Health Bureau





Montana Department of  
**LABOR & INDUSTRY**  
Employment Relations Division  
Greg Gianforte, Governor  
Laurie Esau, Commissioner

**Safety and Health Bureau**  
Bryan Page, Bureau Chief

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## **Safety Compliance Report**

**For**

**Gallatin Gateway School  
100 Mill Street  
Gallatin Gateway, MT 59730**

**Visit Date:  
October 5, 2021**

**Visit Number:  
ERD10052021-01DE**



**Submitted By:**

**David Evans, Compliance Specialist**

**On, October 18, 2021**

**Montana Safety and Health Bureau  
Montana Department of Labor and Industry**

**Additional Requirements for Employers with More Than 5 Employees**

1. Develop and implement policies and procedures that assign specific safety responsibilities and safety performance accountability.
  - Gallatin Gateway School maintains a safety policy that identifies specific safety responsibilities.
2. Develop and implement procedures for reporting, investigating, and taking corrective action on all work-related incidents, accidents, injuries, illnesses and known unsafe work conditions or practices.
  - Gallatin Gateway School has a policy for reporting and investigating incidents.
3. Have a safety committee in place, which complies with the requirements of the MSCA.
  - Documentation was not provided for an active safety committee.

**Safety Culture Summary**

Gallatin Gateway School is not fully compliant with the requirements of the Montana Safety Culture Act (MSCA). It is recommended Gallatin Gateway School work with their insurance provider(s) or the Montana Safety Consultation Services to become compliant with the MSCA.

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## Other than Serious Violations

**Item Number: 3**

**Standard:** ARM 24.30.102(5); 29 CFR 1910.157(e)(2): Portable extinguishers or hose used shall be visually inspected monthly.

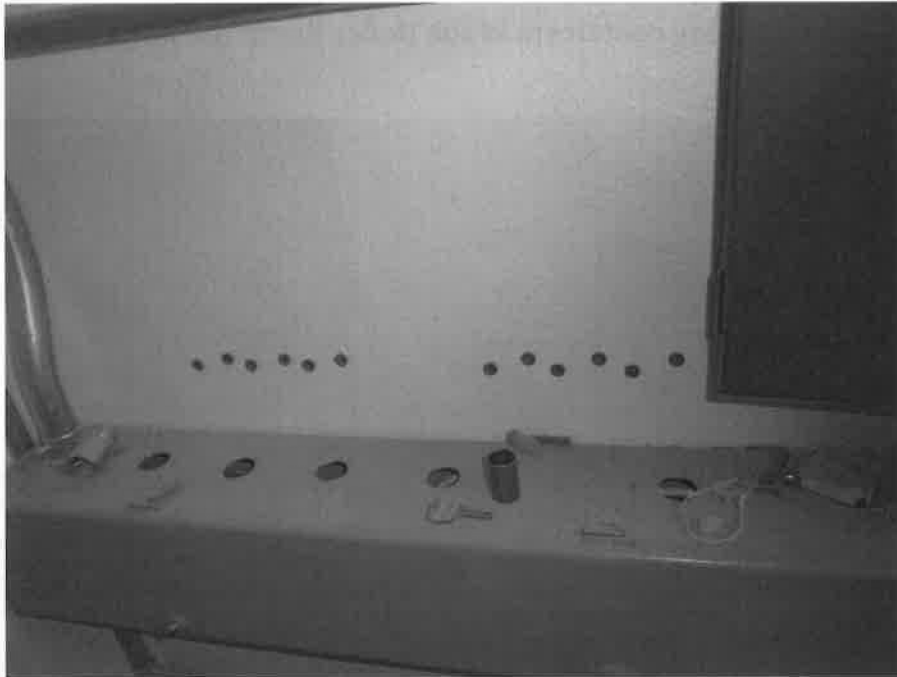
**Condition:** Fire extinguishers throughout the property were not visually inspected monthly.



**Item Number: 5**

**Standard:** ARM 24.30.102(5); 29 CFR 1910.305(b)(1)(ii): Unused openings in cabinets, boxes, and fittings shall be effectively closed.

**Condition:** An electrical box in the Boiler Room had several unused openings that were not effectively closed.



**Item Number: 7**

**Standard:** ARM 24.30.102(5); 29 CFR 1910.334(a)(2)(ii): If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until repairs and tests necessary to render the equipment safe have been made.

**Condition:** An electrical plug in the Supply Room did not have a cover, exposing live electrical parts.



## List of Hazards

### Gallatin Gateway School Inspection # ERD10052021-01DE

<b>Item Number</b>	<b>Condition</b>	<b>Standard</b>
1	Documentation for a completed self-inspection was not provided for the school facilities.	MCA 39-71-1505(1)(b); ARM 24.30.2521(1)(e)
2	Documentation was not provided for an active safety committee.	MCA 39-71-1505(2)(a); ARM 24.30.2542(1)
3	Fire extinguishers throughout the property were not visually inspected monthly.	ARM 24.30.102(5); 29 CFR 1910.157(e)(2)
4	Pumps in the Boiler Room did not have guarding that completely enclosed the rotation parts.	ARM 24.30.102(5); 29 CFR 1910.219(c)(2)(i)
5	An electrical box in the Boiler Room had several unused openings that were not effectively closed.	ARM 24.30.102(5); 29 CFR 1910.305(b)(1)(ii)
6	Two secondary containers in the Boiler Room did not have proper labeling.	ARM 24.30.102(5); 29 CFR 1910.1200(f)(6)(ii)
7	An electrical plug in the Supply Room did not have a cover, exposing live electrical parts.	ARM 24.30.102(5); 29 CFR 1910.334(a)(2)(ii)

**Appendix B**  
**Report On Correction of Hazards**

**Gallatin Gateway School**  
**100 Mill Street**  
**Gallatin Gateway, MT 59730**

**Inspection Number: ERD10052021-01DE**

On October 5, 2021, David Evans and CJ Holland, Compliance Specialists from the Montana DLI - Safety and Health Bureau conducted a Safety Compliance Inspection at Gallatin Gateway School.

Use this form to document the corrective actions and/or the preventive measures the employer has taken to correct the reported items. The employer has agreed to respond to all items categorized as Serious. Although not required, it is encouraged to report corrective action taken for items categorized as Other Than Serious and Regulatory.

Please return this report form no later than November 18, 2021.

David Evans  
Compliance Specialist  
Montana DLI - Safety and Health Bureau  
P.O. Box 8011  
Helena, Mt 59604

If corrective action cannot be accomplished by the corrective action date, a written request for an extension must be submitted no later than **November 18, 2021**.

**The following "Serious Hazards" REQUIRE a response (documentation & photos are required to close out the inspection):**

**Item Number: 1**

**Correction Due Date: 11/18/2021**

**Condition:** Documentation for a completed self-inspection was not provided for the school facilities.

**Date Corrected:**

**Corrective Action Taken:**

**Steps to Prevent Recurrence:**

**The following “Other than Serious Hazards” do not require a response; however, it is encouraged to correct the hazards in a timely manner and report the corrective actions taken:**

**Item Number: 3**

**Condition:** Fire extinguishers throughout the property were not visually inspected monthly.

**Date Corrected:**

**Corrective Action Taken:**

**Steps to Prevent Recurrence:**

**Item Number: 4**

**Condition:** Pumps in the Boiler Room did not have guarding that completely enclosed the rotation parts.

**Date Corrected:**

**Corrective Action Taken:**

**Steps to Prevent Recurrence:**

**Item Number: 5**

**Condition:** An electrical box in the Boiler Room had several unused openings that were not effectively closed.

**Date Corrected:**

**Corrective Action Taken:**

**Steps to Prevent Recurrence:**



**Appendix C**  
***Request for Extension***

**Gallatin Gateway School**  
**100 Mill Street**  
**Gallatin Gateway, MT 59730**

**Inspection Number: ERD10052021-01DE**

To request an extension, please complete this form and send it to:

David Evans  
Compliance Specialist  
Montana DLI - Safety and Health Bureau  
P.O. Box 8011  
Helena, Mt 59604

Upon approval, a copy of this form, signed by Montana DLI - Safety and Health Bureau, must be posted with the "LIST OF HAZARDS" (Appendix A from the original report). A follow-up inspection may be conducted.

Item Number:	Date of Request:
Original Correction Date:	
Describe progress to date and plan for completion:	
Describe the reason for the extension:	
Describe interim protection used to protect employees from exposure/injury:	

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**Printed name and signature of requesting official**                      **Request Date**

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**Position of official**

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**Printed name and signature of approving official**                      **Approval Date**

# 2021 Safety Committee Scope and Membership Information

ARM 24.30.2542 Requires a Safety Committee for Every Employer with more than Five Employees

The Montana Safety Culture Act of 1994 has mandated the formation of safety committees that include representatives of the employer and the employees in order to foster a safety culture in Montana workplaces. It is the intent of the department that employers and employees meet together for the purpose of creating a safety culture in Montana workplaces and reducing on-the-job injuries and illnesses, in the hope that by improving occupational safety, workers' compensation insurance rates for all industries in Montana will be limited.

Every Safety Committee shall:

**(a) be composed of employee and employer representatives and hold regularly scheduled meetings, at least once every 4 months.**

- (i) include in its membership representatives of employees and employer, with employer representatives not exceeding employee representatives; and
- (ii) include in its employee membership volunteers or members elected by their peers.

**(b) include safety committee activities that assist the employer in fact finding**

- (i) assessing and controlling hazards;
- (ii) assessing safety training and awareness topics;
- (iii) communicating with employees regarding safety committee activities;
- (iv) developing safety rules, policies and procedures;
- (v) educating employees on safety-related topics;
- (vi) evaluating the safety program on a regular basis;
- (vii) inspecting the workplace;
- (viii) keeping job specific training current;
- (ix) motivating employees to create a safety culture in the workplace; and
- (x) reviewing incidents of workplace accidents, injuries and illnesses

Recommendation:

- 1) The Board Appoint a Member to serve as Chair of the Safety Committee
- 2) The Board Appoint either the Superintendent or the District Clerk as a member representing “employer”
- 3) The Superintendent recruits at least 3 volunteers from the employees of GGS to represent the “employees”
- 4) Other members can be recruited/appointed by the members of the Safety Committee (ie community members, parent members, etc).

The committee will meet every August, December, and April and provide a report to the Board of Trustees in the months of September, January, and May.

The scope of the committee is outlined above in part b, and the purpose of the committee is to develop and maintain an operational Safety Plan.